

Ranganathan Series in Library Science

- 1 *Library movement in India* by P N Kaula
- 2 *Classified catalogue code* by S R Ranganathan
- 3 *Library administration* by S R Ranganathan
- 4 *Colon classification* by S R Ranganathan
- 5 *Social science research and libraries* by S R Ranganathan and Girja Kumar
- 6 *Library manual* by S R Ranganathan
- 7 *Education for leisure* by S R Ranganathan
- 8 *Elements of library classification* by S R Ranganathan
- 9 *Reference service* by S R Ranganathan
- 10 *Documentation and its facets*, ed by S R Ranganathan
- 11 *Decimal classification and colon classification in perspective* by R S Parkhi
- 12 *The five laws of library science* by S R Ranganathan
- 13 *Pustakalaya vigyan ki bhumika* by Umesh Datta Sharma
- 14 *Library science today: Ranganathan Festschrift Volume I—Essays and felicitations offered to S R Ranganathan on his seventy-first birthday*, ed by P N Kaula (*In Press*)
- 15 *An essay in personal bibliography: Ranganathan Festschrift Volume II—Bibliography of the writings on and by Dr S R Ranganathan*, compiled by A K Das Gupta (*In Press*)
- 16 *Library book selection* by S R Ranganathan
- 17 *Library manual* (Translation into Hindi by P N Kaula)

Some other books by the author

Anuvarga-suchi-kalpa
Classification and communication
Depth classification
Grantha-adhyayanartha-hai
Granthalaya-prakriya
Heading and canons
Library development plan
Library legislation
Literature for neoliterates
Organization of libraries
Philosophy of library classification
Public library provision and documentation problems
Rural adult education
Social bibliography
Social education literature
Union catalogue of learned periodical publications in South Asia

CLASSIFIED CATALOGUE CODE

*with additional rules for
Dictionary Catalogue Code*

S R RANGANATHAN

Assisted by

A NEELAMEGHAN

*Documentation Research and Training Centre
Bangalore*



ASIA PUBLISHING HOUSE

BOMBAY • CALCUTTA • NEW DELHI • MADRAS

Shiyali Ramamrita Ranganathan (1892)

Arashanapalai Neelamegham (1927)

**SARADA RANGANATHAN ENDOWMENT
FOR LIBRARY SCIENCE**

Edition 1 1934

Edition 2 1945

Edition 3 1951

Edition 4 1958

Edition 5 1960

PRINTED IN INDIA

**BY S. N. GUHA RAY AT SREE SARASWATY PRESS LTD., 32, ACHARYA
PRAFULLA CHANDRA ROAD, CALCUTTA-9 AND PUBLISHED
BY P. S. JAYASINGHE, ASIA PUBLISHING HOUSE, BOMBAY**

To the memory of

R KRISHNASWAMY RAO

my first colleague in Cataloguing

The Five Laws of Library Science

- 1 Books are for use**
- 2 Every Reader his book**
- 3 Every book its reader**
- 4 Save the time of the reader**
- 5 A library is a growing organism**

CONTENTS

PART A

Introduction

<i>Chap</i>		<i>Pages</i>
AA	Genesis	17
AB	Scientific Method	20
AC	Aid to Development	23
AD	Successive Editions	26
AE	Conspectus	29

PART B

Canons of Cataloguing

BA	Definition	33
BB	Canon of Ascertainability	34
BC	Canon of Prepotence	36
BD	Canon of Individualisation	40
BE	Canon of Sought-Heading	44
BF	Canon of Context	47
BG	Canon of Permanence	52
BH	Canon of Currency	53
BJ	Canon of Consistence	54

PART C

General Normative Principles

CA	Laws of Library Science	57
CB	Laws of Interpretation	59

CONTENTS

<i>Chap</i>		<i>Pages</i>
CC	Law of Impartiality	61
CD	Law of Symmetry	62
CE	Law of Parsimony	63
CF	Principle of Local Variation	65
CG	Principle of Osmosis	71

PART D

Evolution of the Catalogue

DA	Functions of the Catalogue	77
DB	Parts of the Library Catalogue	79
DC	Right Approach	81
DD	Physical Form of the Library Catalogue	83
DE	Centralised Cataloguing	86

PART E

Recording

EA	Language of Entries	91
EB	Script of Entries	93
EC	Articles and Contractions	95
ED	Style of Writing	97
EE	Size of Book	105
EF	Continued Cards	107
EG	Arrangement of Entries in Classified Part	108
EH	Arrangement of Entries in Alphabetical Part	110

CONTENTS

PART F

Terminology

<i>Chap</i>		<i>Pages</i>
FA	Work	117
FB	Title	120
FC	Author	123
FD	Collaborator and Sponsor	131
FE	Document	132
FF	Kinds of Documents	134
FG	Preliminary Pages	140
FH	Series	141
FJ	Related Documents	144
FK	Edition	146
FL	Cataloguer's Needs	147
FM	Catalogue	155
FN	Entry	158
FP	Classified Catalogue	167
FQ	Sections of Entry	169
FR	Heading	171
FZD	Dictionary Catalogue	177

PART G

Conflict of Authorship

GA	Introduction	181
GB	Person vs Person	182
GC	Person vs Corporate Body	184
GD	Corporate Body vs Corporate Body	187
GE	Name of Original Author Merged in Title	193

PART H

Name of Person

HA	Introduction	205
HB	Terminology: Simple Name	211

CONTENTS

<i>Chap</i>		<i>Pages</i>
HC	Terminology: Compound Name	221
HD	Split Given Name	226
HE	Forms of Name-of-Person	230
HF	Arabic Name	233
HG	Illusion and Solution	236

PART J

Rendering of Names

JA	Personal Name	241
JB	Geographical Name	246
JC	Government	251
JD	Institution	259
JE	Conference	263
JF	Title	266
JG	Series	271
JH	Pseudo Series	274

PART K

Class Index Entry

KA	Terminology of Classification	279
KB	Terminology of Chain Procedure	287
KC	Examples of Chain and Link	290
KD	Choice of Class Index Heading	299
KE	Rendering of Class Index Heading	302
KF	Class Index Entry	305
KG	Examples of Class Index Entries	308
KH	Classic	314
KJ	Commission Report	318
KK	Homonym in Class Index Headings	321
KL	Feature Heading	324
KZD	Modifications for Dictionary Catalogue	327

CONTENTS

PART L

Cross Reference Index Entry

<i>Chap</i>		<i>Pages</i>
LA	Structure and Types	337
LB	Alternative Name Entry	340
LC	Variant-Form-of-Word Entry	344
LD	Pseudonym-Real-Name Entry	346
LE	Editor-of-Series Entry	347
LF	Generic-Name Entry	349

PART M

Single-Volumed Simple Book

MA	Main Entry: Source	355
MB	Main Entry: Sections	357
MC	Main Entry: Leading Section	360
MD	Main Entry: Heading	361
ME	Main Entry: Title Section	369
MF	Main Entry: Note	376
MG	Main Entry: Accession Number	392
MH	Main Entry: Tracing Section	393
MJ	Cross Reference Entry	396
MK	Book Index Entry	399
MZD	Dictionary Catalogue	408

PART N

Composite Book and Multi-Volumed Book

NA	Ordinary Composite Book	413
NB	Artificial Composite Book	421
NC	Multi-Volumed Book	425

CONTENTS

PART P

Periodical Publication

<i>Chap</i>		<i>Pages</i>
PA	Complexities	433
PB	Simple Periodical Publication	436
PC	Irregularity in Volume-Number	450
PD	Interrupted Publication	451
PE	Change of Title and Sponsor	455
PF	Amalgamation	460
PG	Splitting Up	465
PH	Supplement	471
PJ	Combination of Complexities	474
PZD	Dictionary Catalogue	479
PZY	Desiderata	483

PART Q

Union Catalogue of Books

QA	Coverage	489
QB	Modification in Cataloguing Rules	492
QC	Main Entry	494
QD	Library Number	496
QE	Card for Union Catalogue	499

PART R

Union Catalogue of Periodical Publications

RA	Coverage	503
RB	Users	505
RC	Physical Form	507
RD	Main Entry	508
RE	Other Entries	511
RF	Abbreviations	512

CONTENTS

<i>Chap.</i>		<i>Pages</i>
RG	Contractions for Words Denoting 'Periodical Publication'	515
RH	Contractions of Names of Subjects	518
RJ	Contractions of Geographical Names and Names of Languages	520
RK	Contractions for General Words	522
RL	Typography	525
RM	Lay Out	527
RN	Pagination and Inclusive Captions	530
RP	Card Technique	531

PART S

National Bibliography

SA	Definition of the National Biblio- graphy	535
SB	Value and its Implications	537
SC	Physical Form	539
SD	Modification of Cataloguing Rules	540
SE	Main Entry	542
SF	Other Entries	545
SG	Arrangement of Entries in Classified Part	548
SH	Printed Unit Card	550
SJ	Typography	552
SK	Lay Out	555
SL	• Pagination and Inclusive Captions	559

PART T

Indexing Periodical

TA	Value of Indexing Periodical	563
TB	Coverage	565

CONTENTS

<i>Chap</i>		<i>Pages</i>
TC	Need for Modification of Cataloguing Rules	567
TD	Main Entry	569
TE	Other Entries	571
TF	Classified Index	573
TG	Typography	574
TH	Lay Out	575
TJ	Pagination and Inclusive Captions	576

PART U

Abstracting Periodical

UA	Value of Abstracting Periodical	579
UB	Canons for Abstracting	580
UC	Abstracting Personnel	583
UD	Modification of Cataloguing Rules	585
UE	Main Entry	586
UF	Examples	587

PART V

Incunabula and Non-Book Materials

VA	Kinds of Documents for Consideration	593
----	--------------------------------------	-----

PART W

End Matter

WA	Glossary of Terms	597
WB	Bibliographical References	608
WC	Index	613

PART A

INTRODUCTION

CHAPTER AA

GENESIS

1 Sense of Revolt

The Classified Catalogue Code owes itself to the sense of revolt induced in the mind while learning cataloguing in 1924-25, in the School of Librarianship of the University College in London. The first cause of revolt was the method of teaching used. Each rule of the Anglo-American Code was taken by itself, to be put into rote-memory as it were. No attempt at answering the what, the why, or the how of it. No attempt to present the rules as a system. No attempt at studying an alternative code and comparing their relative merits. But this is necessary to sense the theory behind the practice. The second cause was the nature of the Code taught. It was the Anglo-American Code [A3] of 1908. Its skeleton nature, its mixing up the author entry and the subject entry, lack of unity in many of its rules—a serious drawback in the drafting of a Code—all these added to the result. There was also a third cause. The volumes of the Classified Catalogue of the Carnegie Library of Pittsburgh and of the Mitchel Library of Glasgow were fascinating. Copies of these were available in the library of the School of Librarianship. But not a word was said in the class either about Classified Catalogue or about the essential difference between it and Dictionary Catalogue. A fourth cause came out of the discrepancy between the rules taught in the theory class and those prescribed for adoption in the practical class. Here again, nothing was said or done to satisfy the curiosity of students about this difference. Fifthly, the bibliographical details about format, collation and imprint were over-emphasised in the practical class. The revolt made one say within oneself, "When I go back home, . . ."

2 Facility for Designing

On going back to Madras, facility of every kind was found to re-think the cataloguing work.

21 FREEDOM

In the first place, there was full freedom to do one's best in re-organisation—open access, classification, cataloguing, reference service, simplified practice in administration, staff selection, public relation, in fact in every detail in the running of the library and in building it up.

22 NEED FOR FRESH CATALOGUE

Secondly, the annual accession soon rose from 500 to 6,000. Within a year, this choked the paste-down catalogue in book-form. The necessity to build the catalogue afresh provided the opportunity to change over to card catalogue. This in its turn brought in the opportunity to give up the old method of cataloguing, based on the British Museum Code, modified arbitrarily here and there. The working out of a new Code was taken on hand.

23 UNCONVENTIONALISED MIND OF READERS

Thirdly, much time was spent each day on floor-duty, observing the classificatory and cataloguing approach of readers to books. Their approach had not been coloured at all by any tradition, as most of them tasted library facility—and open access in particular—for the first time in their lives. This gave as good an approximation as possible to unconventionalised, free, natural mental behaviour on the part of readers.

24 ONE MIND IN THREE BODIES

Fourthly, I was fortunate in the first two colleagues selected by me—C Sundaram and K M Sivaraman. Both were young graduates fresh from university. Both were free from any kind of library tradition in any library technique whatever. Both had a participating attitude. Both were devoted to their work. Both were industrious. All the three of us were loyal to one another. In fact, we three worked together in library field, as if it were a case of one mind in three bodies. A quantum of intuition was bringing out the Colon Classification and the Classified Catalogue Code. Intellect was brought into play once a week collectively

in all the three—to discuss, check up, and polish the product of intuition, in the light of the experience gained by each of the three during the hours of floor-duty.

25 TEACHING OF CATALOGUING

Fifthly, a School of Library Science was established in 1929. Since then, the author had been teaching cataloguing every year.

26 PRACTICE OF CATALOGUING

Sixthly, about 70,000 volumes were classified, catalogued, and served during the seven years from 1926 to 1932. During the last two of these years the Colon Classification occupied the conscious level. The Classified Catalogue Code was, however, shaping itself unexpressed, below the conscious level, except while teaching cataloguing, till 1933 the year of publication of the *Colon classification*.

3 First Formulation

After the *Colon classification* [C10] came out, the catalogue-valve between the conscious and the sub-conscious opened out. The simmering of the Classified Catalogue Code began within the mind. I had to go to Calcutta. It was a railway journey of 38 hours. I said to Sivaraman, "Put into my bag plenty of 5×3 slips and a few sharpened pencils." During the 20 hours of daylight in the forward journey and an equal extent of time in the return journey, the rocking of the train, the utter absence of distraction by any printed stuff, and the solitude in the railway compartment, helped concentration. Un-interrupted recording of the flow of the rules of the Classified Catalogue Code was the result. Some of the rules brought their commentaries in their train. On return to Madras, these were intellectually reviewed by all the three of us. These were checked up and polished. Examples were provided. The press-copy was typed. This was the development of the First Formulation of this Classified Catalogue Code.

CHAPTER AB

SCIENTIFIC METHOD

1 Endless Spiral

The next stage in the development of the Classified Catalogue Code was conditioned by the advent of scientific method.

In scientific method, there is a never-ending spiral:

1 From individual experiences, through generalisation, to empirical laws derived from them, with the aid of induction and normal equations;

2 Through their reduction to a few normative principles, with the aid of imagination and/or intuition;

3 Through deductive laws or canons derived from the normative principles with the aid of methods of inference and semantics;

4 Through fresh individual experiences not conforming to them;

5 Back again through another cycle; and

6 So on, without end.

2 Establishment of Cycle

Such a cycle of development has now been established in cataloguing. Therefore, both the teaching of cataloguing and the framing of Catalogue Code can have the benefit of normative principles. New types of reading materials, apparently transcending the capacity of the existing rules of a Catalogue Code, may be catalogued by a proper interpretation of its rules. If this is not adequate, the rules can be amended or extended with the aid, and as a necessary implication, of the normative principles. When the cumulated unconscious shift in the social purpose of the library calls for an altogether different kind of library service, organisation, and technique, and the current ones stand abandoned by sheer folk-force, new normative principles should replace the old ones. And the cycle should be started again [RF9].

3 Critical Study of Codes

A critical examination of a Catalogue Code can be made with the aid of the normative principles. So also can be made a comparative study of several Catalogue Codes. Lastly, any Catalogue Code can be rectified in their light.

4 Verbal Apparatus

The success of critical or comparative study will depend on the verbal apparatus used to express thought and communicate it. The verbal apparatus should not create "noise" in the process of communication. It should not do so even in self-communication. Grossly disturbing noise is usually caused by the presence of homonyms and synonyms in the verbal apparatus. Even more dangerous and virus-like is the subtle difference in the shade of meaning of a word or phrase, due to slight shift in undertones and overtones. To minimise this, we should begin any discipline with the establishment of a special, agreed, dry-as-dust terminology without even the slightest touch of fuzziness. But such a special terminology will have to begin with some undefined terms. These should be clearly stated. Again the meta-language with which we handle the special terminology both at the stage of definition and at the later stages of development of thought, should be closely watched, if it is also drawn from the same natural language as the terminology itself. This is so in the discipline of cataloguing to-day. The special terminology should become spontaneous and instantaneous. Its use should be as much the result of reflex action as that of mother-tongue. This is an essential factor in scientific method.

5 First Approximation

The first application of such a scientific method to Cataloguing and to Catalogue Code was made in 1937. Between 1934 and 1937 some of the rules of the Classified Catalogue Code came up for critical examination from time to time, both in class-room discussion, and in staff-meetings to consider problem-books in cataloguing. On the anvil of such critical discussions and as a necessary aid to them, certain normative principles of cataloguing

took shape. These were different from the Five Laws of Library Science. Indeed, they were all implications of these Laws. They were also different from the normative principles common to all spheres of human action and thought. The special normative principles were called Canons of Cataloguing. These were the product of impersonal intellectual grind during the prolonged earlier stages, and of imagination with a touch of intuition at the difficult final stage. I had the unusual privilege of continuously subjecting my Classified Catalogue Code and the other codes to a severe semantic analysis and check-up in the pure intellectual plane—in the class-room and in staff-meetings. This helped the formulation of the Canons; and it also led eventually to the setting up of the scientific method in the Discipline of Cataloguing. The experience of this first attempt was recorded in *Theory of library catalogue* [RT1] in 1937.

CHAPTER AC

AID TO DEVELOPMENT

1 Comparative Study 1

It was late in 1937. The press-copy of the *Theory* was lying on the table. To write or not to write to the Vice-Chancellor for formal permission to print it—that was the question. A sullen mood for total withdrawal from intellectual work and retirement from office was undermining enthusiasm and zest. Natesa Ananda, a spiritual friend, took me for an all-night vigil. He counselled persistence in the work on hand. A new spiritual guide appeared suddenly. He was Purohit Swami. He had considerable experience both before and after enlightenment. He had just then returned from Ireland after spending some years with W B Yeats. He administered a genial warning. He said, "Salvation can come only by dogged pursuit of the allotted work in society, with neither emotional attachment nor revulsion." This corrective was working in the mental plane for about twenty-four hours. Then came suddenly a physical aid in the form of a postal packet. It contained a mimeographed copy of the draft of the Rules for the preliminary second edition of the Anglo-American Code. Along with it came also a letter from Rudolph Gjelsness, chairman and editor-in-chief of the Catalogue Revision Committee of the American Library Association. He asked for comments on the Draft Rules. A few hours were turned on them during night. Many inconsistencies were seen. Some faults were detected. But there was no agreed Terminology or Canons of Cataloguing, in terms of which the comments could be put across to a far-off correspondent precisely and briefly through a letter. The new Canons came in handy to make a comparative study of the draft of the second edition of the Anglo-American Code and the Classified Catalogue Code. These events, the close sequence of them, and the advice from spiritual friends at the nick of time led to a decision to publish the *Theory of library catalogue*.

2 Comparative Study 2

The *Heading and canons* [RH1] was a second approximation to the application of Scientific Method to cataloguing. The Spiral of Scientific Method having been formed in this field, this second approximation began with a chapter on Terminology and another on Normative Principles. Then the several topics in the Choice and Rendering of Headings were taken up successively. The corresponding rules in the five chosen codes—the Anglo-American Code, the Classified Catalogue Code, the Cutter Code [C1], the Prussian Instructions [O1], and the Vatican Code [S2]—were examined critically and comparatively. This demonstrated the convenience, if not the need, of having an International Standard for the Title-Page and its Overflow, with special emphasis on Supplement to Author-Statement. Finally came a peep into the problems of an International Catalogue Code.

3 Corrective of the Class-Room

The Classified Catalogue Code has been used by me to teach the subject even from the time it was in the first draft stage. It is still being used both in teaching theory and in practical cataloguing. This is an unusual privilege I have had—to be an author and at the same time to teach one's own book to growing minds. This gave me a great chance to discover the flaws in the book. Here is a picture of a situation in the class-room. The class as a whole critically examines the catalogue cards written in the practical hours. The "accuser" as well as the "accused" student should cite the appropriate rule from the Classified Catalogue Code in support of every statement of his. The class-room looks like a Court of Law. This method of teaching puts the Classified Catalogue itself "on trial" in this Court. This has happened for nearly twenty-five years. A few trivial flaws thus come to be spotted out from time to time. These are removed in the subsequent edition. This is a continuing process.

4 Resilience of Sutra Style

The Rules in the very first edition made some approximation to the Sutra (aphorism) style of expōsition. This style is the

one used for basic codes and texts in Sanskrit tradition. This style is extremely sensitive to the principle of "atomic unit-thought" in the construction of a rule. However, drafting in English does not allow thorough atomisation. But so far as it goes, it proves useful in applying the rules to refractory title-pages with the aid of the Rules of Interpretation. The ruthlessly analytical mesh, holding the rules of the Classified Catalogue Code, invests the code as a whole with a resilience of another kind. Books appear off and on with cataloguing features beyond the capacity of the existing rules, even with the prop provided by the Rules of Interpretation. A few books with one or the other of such new features have come out in recent years. This will continue for ever. Hitherto, it has been easy to interpolate the necessary new Rules consistent with the old ones in the right place in the Code. Three such new Rules have been absorbed by the Classified Catalogue Code since the first edition came out without any disturbance to the existing rules. These concern Pseudo-Series, Related Book, and Merger Book.

CHAPTER AD

SUCCESSIVE EDITIONS

1 Edition 1

Edition 1 was published in 1934 as volume 4 of the Publication Series of the Madras Library Association [RC2]. This edition furnished the members of the staff of the Madras University Library with a firm Code to do their day-to-day cataloguing work and to make full use of all the entries in the card catalogue in giving reference service to readers. Perhaps, it happened to be the first available complete Classified Catalogue Code in printed form. It was pronounced by Sayers to be "by far the largest contribution to the subject" [S1].

2 Edition 2

In 1938, the Canons of Cataloguing were first enunciated. These were applied to a critical examination of this Code. The symbiosis between Classification and Cataloguing was discovered at the same time. It was brought out by the Chain Procedure invented at that time to derive Class Index Entry from Class Number. These ideas were incorporated in the next edition [RC3] which came out in 1945. The *Theory of library catalogue* [RT12] contained also a Theory of Alphabetisation. This theory separated the "Legislative phase" and the "Executive phase" in alphabetisation. This led to the formulation of the Rules for the Style of Writing and those for Alphabetisation, in close correlation to one another. This, in its turn, led to the formulation of the Gestalt Theory of Alphabetisation. Edition 2 incorporated these new ideas also [RC4].

3 Edition 3

Edition 3 came out in 1951. It included Rules for a Union Catalogue of Periodical Publications [RC7] and Rules for an Abstracting Periodical [RC8]. This edition provided also an

English-Sanskrit Glossary of Cataloguing Terms [RC9] to form the basis for cognate terminology in the several Indian languages. This was made possible by the Hindi version of the Code [RZN], with Rules in Sanskrit Sutras, which was also printed about the same time.

4 Edition 4

Edition 4 was largely the result of the second round of the critical study of cataloguing problems embodied in the *Heading and canons* (1955). It sought to implement the lay-out for a catalogue code arrived at in that book. It added the supplementary rules needed in the building of a National Bibliography. It separated the problems of the determination of the authorship of a document, the choice of heading, and its rendering, and prescribed the rules for them in independent chapters. It made some changes in the Style of Writing headings and the corresponding changes in the Rules for Alphabetisation. The corrections suggested in the *Heading and canons* were incorporated. This edition further eliminated the need for a separate Dictionary Catalogue Code. The necessary alternative rules for a Dictionary Catalogue Code were given in appropriate places in the Classified Catalogue Code itself. They were only a few.

5 Edition 5

Ed 5 is different from Ed 4 in certain respects. The difference concerns the inclusion of the following new chapters and Part:

- Chap CD Law of Symmetry;
- Chap DD Physical Form;
- Chap DE Centralised Cataloguing;
- Chap KK, Homonym in class Index Headings; and
- Chap KL Feature Heading;
- Part V Non-Conventional Documents.

In Ed 5, some of the typographical and other trivial mistakes have been corrected. These concern particularly the internal reference backwards and forwards, the bibliography, the examples, and the index. Several sections have been re-worded to secure

uniformity, or clarity, or simplicity as the case may be. Additional commentaries have been added in several places. A major change in Ed 5 is the reorganisation of the Parts and Chapters. The 9 Parts of Ed 4 have been replaced by 19 Parts in Ed 5. Some of the longer chapters have been split into shorter chapters. All this was done to make a closer approximation to the Principle of Unity in Parts as well as in Chapters.

In this edition, Sri A Neelameghan, my colleague and Reader in the Documentation Research and Training Centre, has shared with me the work of revision. His assistance has been of immense help to me.

The work of revising the text of Ed 4 and preparing the press copy of Ed 5 has taken about 320 man-hours. This does not include the time taken by clerical work.

CHAPTER AE

CONSPECTUS

The 9 parts—A B C D E F G H and J—constitute the approach, so to speak. The 10 parts—K L M N P Q R S T and U—give the substantive rules for cataloguing.

The 5 chapters of Part A describe the evolution of the Code.

The 9 chapters of Part B expound the Canons of Cataloguing in the light of which a Catalogue Code should be written as well as interpreted while applying.

The 7 chapters of Part C deal with the Laws of Library Science, four general Laws applicable to any situation, two Principles which throw light on the need for Local Catalogue Codes, and the Principle of Osmosis by which a library can be reorganized and recatalogued at minimum cost.

The 5 chapters of Part D deal with the evolution of the library catalogue in its internal form as well as external form and with Centralised Cataloguing.

The 8 chapters of Part E deal with the mechanics of cataloguing—such as writing and arranging entries.

The 17 chapters of Part F concern themselves with the establishment of a standard terminology for use in the discipline of cataloguing.

The 5 chapters of Part G give some help in the determination of the author of a document, particularly with reference to the conflict usually arising between the claimants—a Person, a Corporate Body, a Government, and an Institution.

The 7 chapters of Part H go into the structure of Name-of-Person in different cultural groups. They lay bare the difficulties in the way of the cataloguers of any one cultural group understanding the correct method of rendering the Name-of-Person in any other cultural group.

The 8 chapters of Part J prescribe the rules for rendering different kinds of names—personal, geographical, corporate — and also names of books and series.

The 12 chapters of Part K develop the technique of Chain

Procedure devised in 1938. During the last 25 years the advantages of Chain Procedure are being appreciated all over the world. Ed 5 gives the latest version of that procedure.

The 6 chapters of Part L deal with the Cross Reference Index Entries to be given in the alphabetical part of the catalogue by way of linking up alternative headings likely to be sought.

The 11 chapters of Part M form the core of the book. They lay down strict rules for the writing of the diverse kinds of Specific Entries for a Single-Volumed Simple Book.

The 3 chapters of Part N give the supplementary rules necessary in making entries for a Composite Book and a Multi-Volumed Book.

The 11 chapters of Part P analyse the complexities normally met in Periodical Publications and provide the additional rules necessary to write entries for Periodicals with several kinds of complexities.

The 44 chapters of Parts Q to V give the additional rules necessary in building a Union Catalogue of Books, a Union Catalogue of Periodical Publications, a National Bibliography, an Abstracting or Indexing Periodical, and a Catalogue of Non-conventional Documents.

The last chapters of some of the Parts—particularly those giving rules for making entries—are devoted to the alternative rules for a Dictionary Catalogue Code.

PART B

CANONS OF CATALOGUING

CHAPTER BA

DEFINITION

0 Canons of Cataloguing.—The specific normative principles applicable to cataloguing—that is, to the

1 Drafting of a Catalogue Code including the formulation of each rule;

2 Interpretation of the rules to meet new situations brought up by a particular document or by changes in the practice of book production; and

3 Provision of suitable guidance for cataloguing work.

There are nine Canons of Cataloguing formulated so far. Some of them were formulated for the first time in the *Theory of library catalogue* [RT9]. They were further added to and elaborated in the *Heading and canons: Comparative study of five catalogue codes* [RH2]. The Canons are stated below with brief comments.

A word of explanation about the choice of the term 'Canons' to denote 'Normative Principles'. The following is the convention adopted about the term to be used to denote normative principles in different contexts:

Law.—In the context of a major discipline, such as Library Science.

Canon.—In the context of divisions of the first order of the major discipline, such as Book Selection, Classification, and Cataloguing.

Principle.—In the context of divisions of the second or later order of the major discipline, such as Facet Sequence in Classification, and Alphabetisation in Cataloguing.

CHAPTER BB

CANON OF ASCERTAINABILITY

0 **Canon of Ascertainability.**—The Principle prescribing that the information found in the title-page of the document catalogued and its over-flow pages should determine the choice and rendering of

1 Each Section of the Main Entry other than the Extract Note, the Extraction Note, and the Related Book Note;

2 Each Section of a Cross Reference Entry (in a Classified Catalogue) and Subject Analytical (in a Dictionary Catalogue) other than the Leading Section and the Directing Section;

3 The Heading of each Book Index Entry other than any derived from the Extract Note, Extraction Note, and Related Book Note;

4 All Sections other than the Heading and the Directing Section of each Book Index Entry;

5 All Sections other than the Heading and Directing Section of a Class Index Entry (in a Classified Catalogue), and Specific Subject Entry, and *See also* Entry (in a Dictionary Catalogue);

6 Each Section other than the Directing Section in each Cross Reference Index Entry other than Name Entry; and

7 Similar sections in any other kind of entry.

1 Internal Inconsistency

Some of the internal inconsistencies of existing catalogue codes are traceable to their being obliged to step out of the title-page and its over-flow and go into the market place so to speak, in search of data for the choice and rendering of headings of even specific entries.

2 Failure of Title-Page

Unfortunately, the title-page and its over-flow have not yet begun to give all the data needed for making the main entry in the catalogue. Nor has the Cataloguing Profession exerted itself till now in persuading the book-trade and the authors to do the needful in the matter.

3 Steady Change in Title-Page

It must however be conceded that the design of the title-page and its over-flow has been in flux all along. During the last one or two centuries sheer folk-force has led the title-page and its over-flow to evolve towards being a complete repository of the cataloguing elements of a document. Its evolution has been described in detail in the *Social bibliography: Physical bibliography for librarians* [RS2]. The title-page is a gift of the early printers. It has been exploited in succession by patrons, publishers, and authors. It is open to cataloguers too to exploit it. Exploitation here means not only using the information given in the title-page, but also endeavouring to make the title-page and its over-flow carry all such information as the cataloguer needs but is not at present given in them.

4 Reciprocity

In other words, the influence between the title-page and the Cataloguing Profession should be reciprocal. Each should enrich and help the other. To make this possible, the title-leaf and its over-flow leaves in the material plane and the Canon of Ascertainability in the idea plane—that is, the plane of normative principles—should be made the sheet-anchor of any Catalogue Code. The purpose of the commentaries in Sections FL71 to FL78 is just to plead for the establishment of such a reciprocity between the Cataloguing Profession and the book-trade, leading to the adoption of an International Standard for the title-page and its over-flow.

5 Main Entry

Even before the desired International Standard for the title-page and its over-flow is established, the Main Entry can conform to the Canon of Ascertainability to a large measure. Most of the Book Index Entries also can do so.

CHAPTER BC

CANON OF PREPOTENCE

0 Canon of Prepotence.—The principle that

1 The Potency to decide the position of an entry among the various entries in a catalogue should, if possible, be concentrated totally in the Leading Section; and even there

2 It should be concentrated, as much as possible, in the entry element; and further

3 If total concentration in the Leading Section is not possible, the minimum possible potency should be allowed to overflow beyond it to later sections; and

4 Even this spill-over should be distributed in the later sections in a decreasing sequence of intensity.

1 Distribution of Potency

The essence of a Library Catalogue is arrangement of entries. The entries get sorted letter by letter or digit by digit, beginning with the very first of these found in an entry. The potency goes on decreasing rightwards and downwards, from the first letter or digit, in most of the scripts. Any mistake in the first letter or the digit will therefore be fatal. The entry will be virtually lost in some far-off region of the catalogue. The range within which the entry may get lost goes on decreasing, as we move further on from the first letter or digit. The range is reduced to a reasonably small one, only by the time we reach beyond the end of the entry word, or of the entry element, or of the class number, as the case may be.

2 Light for Framers of Catalogue Code

The Canon of Prepotence yields an important deduced principle applicable to the choice of entry element in a multi-worded heading—that is, in the rendering of a multi-worded term chosen for use as heading. That principle is a statistical one.

“The entry element should be chosen from among that group of the words, occurring in the multi-worded term chosen for use as heading, that is more numerous than the groups of the other words occurring in it.”

For, the probability for the same word to be used as entry element in several headings is inversely proportional to the numerousness of the group from which the word is chosen; and the smaller this probability, the greater will be concentration of potency in the entry element. This statistical principle is responsible—unconscious though it might have been—for the choice of the

family name as the entry element in rendering western name-of-person in a heading. It is the overlooking of this statistical principle that has vitiated the Anglo-American Code's prescription of place-name as the entry element for Institution-Heading, in spite of its having accepted the place-name as the entry element in the name of a Government as improvised by cataloguing convention [A4]. This statistical principle plays some part, though again unconsciously, in the choice of entry element in the real title for title heading, as prescribed in the Prussian Instructions [O2]. This statistical principle should be exploited fully in the framing of a Catalogue Code. Its use will be demonstrated in Part J, which is on the Rendering of Names.

21 ILLUSTRATION FROM NAME OF SERIES

Here is an example of the application of this principle to Series-Heading. Many universities and governments have established their own series. They are generally given common names, such as Publication series, Library science series, English series, Hindi series, Historical series, Economic series, Pamphlet series, and so on. These names do not have sufficient potency. They often become homonyms. To resolve the homonym and to increase the potency, the name of the university or the government or even a department of either may have to be added. If the purpose be merely individualisation, the name can be added at the end. But if the purpose is increasing the potency of the heading, the name should be added at the front. While drafting the Classified Catalogue Code in 1933, I had not consciously seized the Canons of Cataloguing. I was therefore unable to decide the issue on proper grounds. Much of indeterminacy or inconsistency was the result. It is sixteen years after the Canons of Cataloguing were enunciated, that I was able to see this difficult issue lighted up by the Canon of Prepotence.

3 Moral for the Cataloguer

The Cataloguer should prevent any casual error creeping into the Leading Section and particularly into the first word or the class number—and even more so the very first letter or digit—to be written at the very beginning of the Leading Section. He must be aware that any error in writing the Entry Element or the Class Number carries a high penalty.

4 Call Number Entry

The Canon of Prepotence has its fullest sway in the Call Number Entry of the Classified Catalogue. Even here, it is able to have its full sway, only if the Scheme of Classification in use has an individualising Call Number for every document. Today, the only scheme that does so is the Colon Classification [RC11]. If the Call Number is constructed according to that scheme, the Leading Section of the Main Entry is truly prepotent. All the potency of the entry, in respect of arrangement of entries, is concentrated in the Leading Section. Every other section in that entry is rendered impotent. In finding the position for a Call Number Entry in the catalogue cabinet, the

Filing Cataloguer need never look beyond the Call Number in the Leading Section.

5 Dictionary Catalogue

In respect of the Canon of Prepotence, the Classified Catalogue has an advantage over the Dictionary Catalogue. For, the Main Entry of the latter is an Author Entry. However much the name of an author may be individualised, it may not individualise the document described in the entry. For, the author might have written two or more documents. Even if he has written only two, the entry is not individualised by the name of the author alone. In other words, the potency is not concentrated in the Leading Section. A part of it necessarily overflows into the title-section. In finding the position for the Main Entry in the Catalogue Cabinet of a Dictionary Catalogue, the Filing Cataloguer will have often to look into the second and the later sections.

6 Specific Word Entry

A similar remark is applicable also to any specific word entry, be it of the Dictionary Catalogue or of the Alphabetical Part of the Classified Catalogue. In every such entry, every endeavour is made by a Catalogue Code for the potency to be at its possible maximum in the Leading Section. For example, the name of a person, occupying the Leading Section, is individualised by the addition of the necessary Individualising Elements to the name. Similarly, a geographical name in the Leading Section—be it as the name of a subject or as the name of a Government—is helped to carry the maximum possible potency, by the addition of the necessary Individualising Elements to the name.

7 Cross Reference Entry

In a Cross Reference Entry of a Classified Catalogue, the Leading Section has only a little potency. For, it is merely a class number. A good deal of potency necessarily flows into the Third Section, which gives the Locus. The Filing Cataloguer will have to reach that Section in the Entry.

8 Class Index Entry

The Canon of Prepotence has its full sway in a Class Index Entry of the Classified Catalogue. For, there cannot be two Class Index Entries with the same Heading. This is a result of the requirement*that the artificial ordinal language of class numbers is expected to be so designed that it has no synonyms or homonyms [RP2]. In other words, the Heading of a Class Index Entry individualises the entry. All the potency, in respect of arrangement of entries, of a Class Index Entry is totally concentrated in its Leading Section. Its second section containing the directing words and its third section containing the class number are totally impotent. In finding the position for a Class Index Entry in the Catalogue Cabinet, the Filing Cataloguer need not at all look beyond the Leading Section.

91 Cross Reference Index Entry

The Canon of Prepotence is least respected by the Cross Reference Index Entry—be it in the Classified Catalogue or in the Dictionary Catalogue. For, the Filing Cataloguer must look down to the last word in the last section of such an entry to find the correct position of it in the catalogue cabinet. In other words, the potency, in respect of arrangement of entries, is distributed both in the first and the last sections of a Cross Reference Index Entry. The Filing Cataloguer will have to reach the Third Section of the Entry.

CHAPTER BD

CANON OF INDIVIDUALISATION

0 Canon of Individualisation.—The principle that the name of any entity—be it of a person, a geographical entity, a corporate body, a series, a document, a subject, or a language—used as the Heading of a catalogue entry should be made to denote one and only one entity, by adding to it the necessary and sufficient number of Individualising Elements.

1 Fatal Result of Homonym

Homonym may prove fatal. Tragic results have come out of homonyms. In the epic *Mahābhārata* the turning point in the Great War centres round the homonym "Aswatthama". It was the name of a General as well as of an elephant on the side of one of the belligerents. When the elephant was killed, the words "Aswatthama killed" were broadcast by the opposite belligerents. The other side took the name "Aswatthama" to denote their General. This led to the demoralisation of that side and the ultimate victory of the other.

2 Homonym Deflects an Author

Homonym may lead to serious results in a scholar's work. A traditional story, apocryphal though it might be, illustrates it. Sankara, the great philosopher of mediaeval India, wished to write a commentary on the *Sahasranama* (book of thousand names) of Lalita (the Goddess-Principle). He asked his librarian to bring a copy of the *Sahasranama*. But he brought the *Sahasranama* of Vishnu (the God-Principle). According to the tradition, Sankara ultimately saw the vision of Lalita telling him, "It is I that took advantage of the homonymous nature of the title mentioned by you, and led your librarian to bring the other *Sahasranama*. Write a commentary on it."

3 Homonym Spoils Book Selection

Homonym may lead to ridiculous mistakes. Some years ago, the Board of Studies in English Literature recommended to the Madras University Library the purchase of a book entitled *Life of Johnson*. It had taken it to be a biography of Samuel Johnson, the well-known man of letters. But when the book arrived, it turned out to be the life of a dog !

4 Homonym in Indology

By S Kuppuswamy Sastri

The following account of the way in which homonym dissipates research-potential into trivial work had been furnished by the late Mahamahopadhyaya Vidya-Vacaspati Professor S Kuppuswamy Sastri, Professor of Sanskrit and Comparative Philology in the Presidency College and Curator of the Government Oriental Manuscripts Library in Madras. It is extracted from a note of his entitled *Authorial polyonymy and homonymy in Sanskrit literature*. This note will be found in full in the first three editions of this book [RC5.]

41 AUTHORIAL HOMONYM IN SANSKRIT LITERATURE

In Sanskrit Literature, there are several instances of Authorial Homonym (the same name coming to be given to different authors).

This phenomenon presents many an interesting problem to the makers and students of Library Science, in their attempt to formulate the rules of library classification and cataloguing, not to speak of the various difficulties which they cause to the modern historians of Sanskrit literature. Homonym comprises all the cases where, mainly as a result of the ancient custom of naming persons after their ancestors, gods, goddesses, prophets, saints, distinguished authors, patrons and sometimes rulers, different persons have come to bear the same name. In many of the cases of homonym, it is impossible to discover exactly all the underlying causes. Homonymous parallels are bound to cause ~~even greater trouble and confusion in the sphere of library classification and~~ cataloguing than in the investigation of crimes and settlement of legal claims. Long-standing usage established by reliable evidence is certainly useful to a considerable extent in helping one out of difficulties. It would be certainly worthwhile for any institution intended for the promotion of culture to undertake the preparation of a concordance to Authorial Homonyms in Indian literature; and this would afford ample scope for intelligent, interesting, and useful research for a number of scholars for a number of years.

The following illustrations indicate the nature and complexity of the problems connected with Authorial Homonym. All the names given below are such as are expected to find a place in the classification of Indian literature.

42 VYASA

Vyasa is one of the most famous names in Sanskrit literature. He is the reputed author of the *Mahabharata*. Several Puranas are attributed to one with the same name. The famous *Bhashya* on the *Yoga-sutras*, called *Vyasa-bhashya*, is also believed to have been written by Vyasa. Some later writers called Vyasaraya and Vyasatirtha bore the name Vyasa.

43 VALMIKI

Valmiki is the author of the *Ramayana*. In later literature, a Tamil poet and a Prakrita grammarian came to be called Valmiki. In recent times, Subba

Rao, retired Telugu Pandit of the Presidency College came to be called Andhra-Valmiki for his *Telugu Ramayana*.

44 GAUTAMA

Gautama is the author of the *Nyaya-sutras*. The founder of Buddhism, whose hagiological name is Siddhartha, is also known by his gotra-name, Gautama. Cataloguers have also to take into account the name Gautama, borne by the author of an ancient Sutra work of the Dharmasastra literature (*Gautama-dharmasutran*).

45 BAD ERRORS

In library classification and cataloguing, the various problems connected with authorial Homonym should be carefully and successfully tackled. Otherwise, bad errors are likely to vitiate the work of higher research. The following illustration, in this connection, may not be out of place. Aufrecht, on page 46 of his famous catalogue, confounds Anandatirtha (=Madhavacarya = Purnaprajna) with Anandagiri (=Anandajnana). The former is the well-known Acarya of the Dvaita School and the latter is the well-known scholiast of the Advaita School. This is an instance in which a homonymous part of two distinct names of two distinct authors has caused trouble.

46 INADEQUACY OF MERE NAMES

This illustration will indicate the nature of the snares and pitfalls in the way of librarians who are engaged in library classification and cataloguing. The difficulties arising in this way from Authorial Homonymy in Sanskrit literature have to be surmounted necessarily with the co-operation of scholars in Sanskrit, until a reliable concordance as indicated at the end of Sec BD41 becomes available, for ready reference. One golden rule, however, which a librarian, who is concerned with the classification and cataloguing of any considerable collection of Sanskrit books, can easily remember and follow is—"Refuse to be guided by mere names."

5 Dissipation of Research Potential

The unresolved homonyms of the past are dissipating much of the research potential among the Indologists of the world today. Surely the time and energy of such eminent scholars could be put to better use, if the bibliographies and catalogues of the past had respected the Canon of Individualisation. Research Potential is also dissipated by the failure of the past to have resolved homonyms in the titles of books, as and when they appeared.

6 Safeguard the Future

The directive of the Canon of Individualisation is in the words, "Sufficient is the harm done by neglecting me in the past. Provide safeguards against its recurrence at least in respect of the headings in the entries of the future documents. The safeguard is to resolve homonyms in headings by the addi-

tion of extra terms to the names proper. Call them Individualising Elements." One of the main purposes of the plan contained in Sec FL71 to FL78 for an International Standard for the Entry Statement for Author on the back of the title-page of a book is to carry out this directive of the Canon of Individualisation. Many of the Rules in the chapters of Part J are turned on the prescription of Individualising Elements in the rendering of names in headings of catalogue entries.

CHAPTER BE

CANON OF SOUGHT-HEADING

0 Canon of Sought-Heading.—The principle that the decision whether an entry

- 1 With a particular type of heading, or
- 2 With a particular choice for that heading, or
- 3 With a particular rendering of that choice, or
- 4 A particular added entry arising out of it,

should be based on the answer to the question: "Is reader or library staff likely to look for a book under the particular type or choice or rendering of heading or in the particular added entry."

1 Flair and Freedom

(The answer to this question is a matter of flair. The flair should be based on experience in Reference Service—that is, in eliciting from readers their requirements and finding the appropriate documents for them. Induction should be applied to the words usually brought up by readers in looking into the catalogue to choose their documents. The flair should also be based on experience in Book Selection. Induction should be applied to the types of heading found necessary to help either in filling up gaps in the library collection or in avoiding unintended duplication.) (It has to be based further on the obligation of the Reference Section to give a reader alternatives to a document, when the one actually sought is not in at the moment. The alternative may be essentially the same as the one sought. For, the same book might have appeared with a different title and the latter may be in the library. Or, it might have been merged into another book in the library. Or it might be an extract from some other book, which is on the shelf. Reference Section will also have the obligation to produce to a reader all the documents associated with another document mentioned by him. The apparent freedom given by the Canon of Sought-Heading should be used with great circumspection, care, and judgement.)

2 Effect on Catalogue Code

(The design of the Catalogue Code is itself largely guided by the Canon of Sought-Heading. Several of the Rules are determined by it.) There are several elements on the title-page and its over-flow. The Canon of Ascertainability is indifferent as to which element can be allowed the claim to be-

come a heading. All that it is concerned with is that (no element outside the title-page and its over-flow should be allowed to become the heading of a main entry or any other entry coming under its sway) as prescribed in Sec BB0. (It is the business of the Canon of Sought-Heading to admit or reject the claim of any element in the title-page and its over-flow to become a heading. A trivial case of rejection is the claim of the year or the place of publication or of the name of the publisher. Author-heading and subject-heading are the most popular among sought-headings. Collaborator-heading comes next in popularity. Series heading also is sought.)

3 Pseudo-Series and its Discovery

(The concept of Pseudo-Series owes its origin practically to the Canon of Sought-Heading.) The question "What are the plays of Shakespeare with Variorum Edition?" was asked by a scholar. The catalogue based on the 1934 edition of the *Classified catalogue code* or any other code current in that period, could not give an immediate answer to this question. Similar experiences accumulated through years while doing Reference Service. It was this that led to the concept of Pseudo-Series.

4 Extract and its Demand

(A reader may ask for a document. It may have gone out on loan.) But an Extract from it may be on the shelf, as a separate document. There is some probability for this Extract to satisfy his want. But he will not be able to look for it under its own heading. Because he may not know of its existence. Therefore, when he looks for the original book under its own heading which he knows, he will be helped if there is a note in its entry with the information "A portion printed as" followed by the heading etc of each of the extracts from it, owned by the library. Vice versa, the reader may know only of the Extract. A note in its entry saying "Extract from..." will help him to think of the original. It may be of use to him. He might not at all have thought of the original. But this note will make him seek it. This service should be done by the catalogue according to the Canon of Sought-Heading.

5 Merger Book and its Demand

Again, it was only in 1953 that (the phenomenon of two or more books appearing merged into one book at a later time, came to our notice. Here again the Canon of Sought-Heading prompted the framing of a Rule to meet the cataloguing problems of such Merger Books.)

6 Cross Reference Index Entry

(The institution of the majority of cross reference index entries had its origin in the Canon of Sought-Heading.) A reader might remember an author or a collaborator by only one of the names used by him as alternative names or variant forms of one and the same name, in different documents. Some of

these (may be real and some pseudonymous.) This makes no difference in the problem being considered. (Whatever be the name sought by the reader, the catalogue should inform him of all the documents written by him under other names too.) The Canon of Sought-Heading recognised this fact. All such names are proper names. Only a few persons indulge in such alternative names. The claim of each name to be used as heading may therefore be admitted without undue disregard of the Law of Parsimony. Such is the verdict of the Canon of Sought-Heading.

7 Subject-Heading and Chain Procedure

When the Rules of Chain Procedure were formulated for the first time in 1938 in *Theory* [RT10], the rules were crude. For, practically every significant digit in the class number was given the right to claim a Class Index Entry of its own. For example, in the class number L183, the digit 3 gave the class index heading "Ear, Medicine." The digit 8 also gave the class index heading "Head, Medicine." Again, the digit 1 too gave the class index heading "Regional Organ, Medicine". This was a ruthlessly mechanical way of deriving class index entries from the digits in class number. It led to a plethora of class index entries. Some of these were irritating the mind vaguely. The Law of Parsimony protested. But there was no way of removing the irritation, till the Canon of Sought-Heading took shape. It ruled out as unsought the two headings "Head, Medicine," and "Regional Organ, Medicine". Similar weeding out of unsought headings was indicated in many classes. The Rules of Chain Procedure were themselves re-enunciated. However, it is the crudeness of the Chain Procedure, invented in 1938, that was responsible for the formulation of the Canon of Sought-Heading in 1952.

7ZD Application to Dictionary Catalogue

During my visit to London in June 1954 for consultation with colleagues in the profession, A J Wells, the Editor of the *British national bibliography*, brought an important experience to notice. While the subject-heading got by the Rules of Chain Procedure did its work well in the Classified Catalogue, it did not produce the desired result in the Dictionary Catalogue. The discussion of this subject took a fruitful turn as soon as the Canon of Sought-Heading was consciously taken as guide.

CHAPTER BF

CANON OF CONTEXT

0 Canon of Context.—The principle

1 That the Rules of a Catalogue Code should be formulated in the context of:

11 The nature of the cataloguing features of the book, prevalent in the mode of book production;

12 The nature of the organisation of libraries prevalent in regard to the mode and quality of library service; and

13 The coming into existence of published bibliographies and particularly bibliographical periodicals; and

2 That the rules should be amended from time to time to keep step with changes in the Context.

1 Weightage to Physical Attributes

When manuscripts were loosely assembled sheets, not firmly bound, a detailed description of size, collation, and even peculiarities of individual leaves was necessary in catalogue entry. To add to this, each copy of a book was virtually unique. It was often a rarity. It was property. Each entry in a catalogue was therefore over-weighted with details of physical bibliography. This was true as much with Manuscript as with Incunabula. They are of immense help in historical bibliography. For a long time, after the invention of printing—even long after the Incunabula Period—these practices prevailed in some measure. This mental set of the cataloguers of documents of pre-printing days and of Incunabula days continued even for ages after the context had changed. Cutter [C2] saw the continuance of this mental set even down to the last quarter of the nineteenth century. He called it “full” cataloguing. He recommended “short” cataloguing for Service-Libraries. This recommendation was opportune; and it was readily accepted by the progressive members of the profession. Because the great increase in the annual output of printed books and even in the annual accession in many a library made “full” too costly for practice. The Canon of Context gave weight to this change in context. It supported the Law of Parsimony. And Cataloguing Code was modified. The jurisdiction of the old Code was confined to the relatively few kinds of catalogues and lists obliged to give bibliographical description.

2 Back-Log of Incunabula Age

However, the back-log of the old mental set let go the retention of colla-

tion, name of publisher, name of the place of publication, and price in library catalogue. So long as library organisation put a physical barrier between reader and library collection, collation served a useful purpose. For, a reader naturally wanted to know the size of a book before applying for it. Canon of Context voted for its retention in the then prevailing Context. Publisher's name too was somewhat helpful in evaluating a book without seeing it. But the place of publication and price were hardly relevant to the needs of either the reader or of the staff. Publisher's catalogue gave this information. The staff had an additional source in the accession register. These details are necessary in catalogues of publishers and book-sellers, the accession register, and certain other forms of bibliography such as a National Bibliography. But they are not necessary in the library catalogue of a Service-Library. In the long run, they may even amount to wrong information. In spite of this, the back-log of an earlier context is still persisting in practice, unmindful of the Canon of Context. This back-log of the Incunabula Age should not be allowed today to enter the catalogue of any Service-Library. The Catalogue of a National Central Library, serving also as the National Bibliography, is the only library catalogue where such details should be continued.

3 Context of Open Access

A further change has now occurred in the Context. This change lies in the domain of the organisation of a library. It is the introduction of Open Access System. Now the barrier between the reader and the book collection has been removed except in the case of pamphlets, weakly-built books, and rare or costly books. These form only a fraction of the collection of a Service-Library. A book within direct access to reader does not need the mention of its format, collation etc, in its catalogue entry. The Canon of Context recommends a device such as that the catalogue should indicate a pamphlet by a simple device like underlining the book number; similarly it may indicate an over-size book by over-lining the book number, and so on; for, books of these kinds are not given open access. The implication of the Canon of Context is that, in the entries of any book, other than those to which open access cannot be given, all items, other than name(s) of author(s), title with puff omitted, note giving series or certain other peculiarities prescribed by the Canon of Sought-Heading, call number, and accession number, should be omitted from the main entry of the catalogue of a Service-Library. The Classified Catalogue Code was one of the first codes to cut out items other than the above, quite ruthlessly in a library catalogue. It may however be added that if centrally-printed catalogue card is used, the Unit Card System may come into force. It will be printed by the National Central Library. It will be a reprint from the Main Entry of the National Bibliography. Therefore, it will have to be allowed to have all the bibliographical details needed in the National Bibliography. For, it is cheaper to use the same card both for the National Central Library and for a Service-Library.

The Context of Open Access will also reduce annotation to catalogue-entries to a minimum, and perhaps even eliminate it.

4 Expectation of Life of a Book

To-day the demand for simplification is reinforced by another factor in the Context. Books are plentiful and cheap. Only a small percentage have permanent value. Thus, the preciousness of books as permanent possession has diminished considerably. Further, democracy circulates the library copy of a book through many hands. Therefore, books perish rapidly by legitimate use. We have begun to realise that a book is a mortal, though the work embodied in it may be immortal. Except in a comparatively small percentage of works which form the classics of permanent value, even the thought-content of a work is soon out-moded. And in the case of some works, the thought-content becomes even quite wrong in course of time. A copy of a book embodying such out-moded and wrong thought-content may be necessary in a few libraries, in order to serve the interest of historical and antiquarian research. Perhaps, it should be sufficient to have copies of such out-moded works in one dormitory library in each country or in each constituent State, or in a few regions of each country. In a Service-Library, such books are not only a burden, but they may even be a social danger. Because, the lower intellectual strata in a democracy may not be able to sense the erroneousness of the information or the knowledge given in such books. I usually high-light this new element in the Context by the provocative statement: "The expectation of life of a modern book is only ten years. A Service-Library hoarding books, over ten years old, is punishable for one or other of two reasons. Either it has neglected to circulate the book properly as is evident from its being not worn out sufficiently and reduced to pulp by legitimate use to make its being weeded out a necessity; or it is retaining a book embodying out-of-date knowledge and exposing it to use by the public. Either of these is a social danger. If the work as well as the book embodying it are of fleeting value, there is no harm in weeding the book out in ten years. If the work is immortal and its body perishes by actual use, one will have to withdraw it in ten years and replace it by a fresh copy; moreover, its very lasting value will enable it to come again in a new embodiment. In that case, it is wiser to replace it by a later edition." We can generally grant that the span of life of a book of to-day is limited, even though the work embodied in it may have unlimited span of life. This context makes one scrutinise severely the cost of cataloguing. It calls for simplification of catalogue entry. A revision of Catalogue Code becomes necessary.

5 New Demand in Literature-Search

Intensification and extension of research activity in the community creates new demands on the catalogue. Over-all economy in the man-power of a nation calls for a new division of labour. There should be no dissipation of research-potential. For this, a new division of labour is necessary among

the intellectuals. In this new division of labour, the Library Profession should relieve the other professions of the task of literature-search. The librarian should become a partner in every research enterprise. Moreover, the tremendous turbulence in the universe of knowledge of today throws a heavy burden on the Library Profession engaged in literature-search. The search, moreover, has to be expeditious. To discharge this new function, the Library Profession has to throw a new burden on the library catalogue. Subject-analyticals have to be multiplied, in order to bring to the notice of the reader even micro thought embodied in articles in periodicals and in portions of books, in the measure of his interest in them. Many libraries have begun to practise this—particularly research, industrial, commercial, and governmental libraries, and even public libraries.

6 Effect of International Bibliography

Another change has come in the Context. It has been brought about by the pressure of the economics of cataloguing service. There is much unfavourable disproportion between the cost of subject-analyticals and the extent of their use. However, the social value of even limited use is immense. A reconciliation of these two conflicting findings should be found. It has been found. It is the publication of subject bibliographies as an international project. This change in the Context does make the Catalogue Code add a directive that subject-analyticals should not be attempted wholesale by a Library Catalogue in the fields of knowledge provided with international bibliographies.

7 Effect of National Documentation

But there is an unavoidable time-lag between the appearance of a document and its mention in international bibliography. This is unavoidable on account of the problems created by the space to be covered and by the needs of processing. During the interval of this time-lag, a Service-Library cannot fail or fumble about in its literature-search. The failure here is particularly anti-social. Because, it is nascent micro thought that counts in research. Here again, the pressure of the economics of cataloguing comes into play. This pressure too has been removed by a new development coming into vogue just at this time. A temporary "documentation list" is being published by a nation. For this purpose, nation after nation has begun to establish a National Documentation Centre. It scans all the periodicals produced in the country or taken into the country. It classifies the articles. It publishes a classified list of them week by week. The Context changes with its establishment. The Canon of Context is sensitive to this change. It tells individual Service-Libraries "Don't attempt subject-analyticals in duplication of entries in national documentation lists." It also tells the National Documentation Centre, "Remember that your documentation list is only for temporary use. It will soon be replaced by the fully comprehensive international bibliographies in the diverse subjects. Don't waste your resources in making your documentation list exhaustive. Know what work is in progress in your country.

Include, in your documentation list, only the title justified by this Context."

8 Other Changes in Context

The world of books is not static. Context is ever-changing. Nature of book changes. Make up of title-page changes. Nature of readers changes. Out-look of library service changes. Extent of national and international co-operation changes. The Canon of Context demands that cataloguing practice should also change. For this purpose, it demands that Catalogue Code too should change in consonance with the change in the other factors. When the standard for Entry Statement for Author, recommended in Sec FL71 to FL78 comes into vogue, many of the Rules in the current Catalogue Codes, in regard to the rendering of names of authors, will have to be omitted. Probably about 60 pages of this code will be replaced by a Rule of a few lines. (See Rule C1). Several others will have to be changed. New ones will have to be added.

The refrain of the Canon of Context in its application to Library Catalogue and to Library Catalogue Code is:

Ever becoming, ever new.

नवो नवो भवति जयमानः ।

CHAPTER BG

CANON OF PERMANENCE

0 Canon of Permanence.—The principle that no element in an entry, the heading in particular, should be subjected to change by the Rules of a Catalogue Code, except when the Rules themselves are changed in response to the Canon of Context.

The Canon of Permanence and the Canon of Ascertainability work in unison. Alternative names are left to the care of Cross Reference Index Entries. Change of name of a person or of a corporate body is not allowed to ask for a change in the Heading of any entry of any book published under the old name. The Classified Catalogue Code has framed its Rules on the cataloguing of periodical publications, for the first time, in such a way that the Canon of Permanence in cataloguing and the Canon for Filiatory Sequence [RC6] in classification are both respected simultaneously.

CHAPTER BH

CANON OF CURRENCY

0 Canon of Currency.—The principle that the term used to denote a subject in a Class Index Entry of a Classified Catalogue and in a Subject Entry of a Dictionary Catalogue should be the one in current usage.

1 Conflict of Canons

Name of subject keeps changing with time. Unless the current name is used in the heading, readers cannot benefit by it. To satisfy this Canon, the headings of Class Index Entries and of Subject Entries should be changed as and when a new name stabilises itself. This leads inevitably to a violation of the Canon of Permanence. This conflict between the two Canons is resolved by a partition of the field of sway. The Canon of Currency has sway only over Class Index Heading in Classified Catalogue and over Subject-Heading in Dictionary Catalogue. The Canon of Permanence has sway only over Name-Heading other than Subject-Heading. It has sway only in a heading made of name of person, geographical entity, or corporate body.

2 Dilemma

The Canon of Currency has to face a dilemma. The question is, "Current among whom?" For, two different terms may be current at the same time among specialists and non-specialists to denote one and the same subject. The first belongs to the special terminology built up by the specialists themselves. The second belongs to the natural language spoken by the common man. The general tendency is to prefer the term in natural language. This preference often leads to a multi-worded term in natural language in preference to a single-worded term in specialist language, *e g*, "Child, Medicine" in preference to "Pediatrics". In spite of the increase in the number of words to be used, natural language is preferred. This is due to the pressure of the Second Law of Library Science [RF3]. According to it, a specialist reader knows the common name as well as the technical name of a subject. The non-specialist reader knows only the common name; he does not know the technical name. Moreover, the specialist has a highly organised personality; he has greater intellectual awareness and agility. If he does not find a technical name in the headings, he will look up its popular equivalent. It is not so with the common reader. Therefore, to serve every reader without exception, common name should be preferred to special terminology, in Subject Heading. This is the joint finding of the Canon of Currency and the Second Law of Library Science as a helpful way of getting out of the dilemma.

CHAPTER BJ

CANON OF CONSISTENCE

0 **Canon of Consistence.**—The principle that

1 The rules of a Catalogue Code should provide for all the added entries of a document to be consistent with its Main Entry; and

2 The entries of all documents should be consistent with one another in certain essentials such as choice, rendering, and style of writing the heading and the other sections.

The Canon of Consistence does insist that the Main Entry of all documents should be of the same species. For example, in a Dictionary Catalogue the main entry should be an Author Entry in all cases. It should not be a Subject Entry.

We should not make one species of entry take the place of another. Again a catalogue code should not prescribe for the heading of one and the same entry, Main Heading and Sub-Heading of different species, such as Author Heading and Subject Sub-Heading. But this canon is violated by some of the Rules of the Anglo-American Code, as shown in the *Heading and canons* [RH3].

PART C

GENERAL NORMATIVE PRINCIPLES

CHAPTER CA

LAWS OF LIBRARY SCIENCE

0 Laws of Library Science.—The specific normative principles applicable to any problem arising in library science, library service, and library practice.

- 1 First Law:**—Books are for Use.
- 2 Second Law:**—Every Reader His Book.
- 3 Third Law:**—Every Book Its Reader.
- 4 Fourth Law:**—Save the Time of the Reader.
- 41 Corollary to the Fourth Law:**—Save the Time of the Staff.
- 5 Fifth Law:**—Library is a Growing Organism.

1 Fundamental Laws

There are Five Laws of Library Science formulated so far. They were first formulated in Madras in 1928. In 1931, they were first published in a book [RF1] along with an exposition of their implications.

These Laws are the Fundamental Laws of Library Science. These form the Normative Principles containing in a latent form all the library practices current at any time and to be evolved at a later time. A new chapter in its second edition [RF8] published in 1957 shows how some of its implications not current in library practice a quarter of a century ago, have now become current to suit the boundary conditions of Library Service set up by the pressure of the social concepts of to-day. In particular, the term "Book" should be generalised in the present-day context to mean a "Document" as defined and elaborated in the Rules of Chap FE.

2 Final Court of Appeal

The Canons of Cataloguing given in Part B are all implications of the Five Laws, specific to the sphere of cataloguing. If any conflict arises between the Canons, it is resolved by an appeal to the Five Laws. If a cataloguing problem exceeds the capacity of the Canons, an appeal is made to the Five Laws to suggest a solution. But we do not invoke the Five Laws on the occasions in which the Canons can manage the situation. The Five Laws are like the Head of a State, in whose name and on whose authority, every government action is done by the ministers and the secretaries, without his explicit and immediate intervention. The Five Laws are like Lord Narmyana, resting in his flowery float on the Ocean of Milk,—ever-watchful and ever-alert, but abstaining from visible intervention except when the laws of the universe are over-powered by the happenings in the universe not anticipated by them.

3 Agency for Compromise

It occasionally happens that the Canons of Cataloguing come into conflict with certain general Normative Principles, such as those given in the later Chapters of this Part. On such occasions, a compromise is effected in the light, and with the aid, of the Five Laws of Library Science.

CHAPTER CB

LAWS OF INTERPRETATION

0 Laws of Interpretation.—The well-known principles of interpretation, such as the 1,008 principles of interpretation listed in the *Nyaya-kosa* [J1].

1 Application to Catalogue Code

These principles have been evolved to a remarkable extent by the philosophers of the Purva-Mimamsa and the Nyaya Schools of Indian philosophy. In law too, such principles are applied necessarily. A Catalogue Code is like a legal document. Any Rule in it should be interpreted like a legal text. For example, there may be conflict between one Rule and another. In actual application, the conflict should be resolved with the aid of the Laws of Interpretation. A new cataloguing problem created by a document may have to be met by a proper interpretation of the Rules in the Catalogue Code. Periodically, the Rules should be amended in the light of experience, so as to remove conflicts or at least to reduce them to a minimum, if they could not be totally removed. It is the application of the Laws of Interpretation that led to a revision of the definition of Composite Book and to the concept of Pseudo-Series. One of the Laws of Interpretation is called "Lost-horse, Burnt-chariot" Principle. Its application in the field of classification occurs in the article *Classification of allusion books* [RZS].

2 Resolution of Conflict

There is often conflict between the Law of Parsimony, the Laws of Library Science, and the Canons of Cataloguing. The conflict has to be removed quite often with the aid of the Laws of Interpretation. One of the Laws of Interpretation, for example, is this: The claim of the normative principles special to the business on hand—cataloguing, in this case—should be given greater weightage than a normative principle of general application—say, a Law of Library Science. Conflict may arise between one Law of Library Science and another in framing a particular Rule in Catalogue Code. The Fifth Law—Library is a Growing Organism—often sides the Law of Parsimony and gets into conflict with the other Laws of Library Science. If possible, a compromise has to be arrived at in every such case of conflict. If a compromise is not at all possible the principle of "the later the law, the greater its weightage" is applied.

3 Subject for Thesis

It has been an unfulfilled ambition to scrutinise the entire Classified Catalogue Code from the angle of the Laws of Interpretation. My friend Maha-

mahopadhyaya Professor S Kuppaswamy Sastry was an eminent specialist in the subject. He and myself had intended to take up such a scrutiny of the Classified Catalogue Code, after both of us would retire from the salary-earning stage of life. But, alas, he died before I could retire. I then sought to do the work in collaboration with a student of his. But it did not mature. The application of the Laws of Interpretation to the Classified Catalogue Code will be an eminent subject for investigation by an aspirant to a Doctorate in Library Science.

CHAPTER CC

LAW OF IMPARTIALITY

0 Law of Impartiality.—The principle that between two or more claimants—say, for use as heading—the preference of any one should be made only on sufficient grounds, and not arbitrarily.

1 Joint Authorship

For example, in the case of joint authorship, the Law of Impartiality would recommend equal right to the names of all the authors for choice as heading.

2 Multiple Series

Again, a book may belong to more than one publisher's series. The Law of Impartiality would recommend equal right to each of the series to have a note devoted to itself. Further, as a consequence of this, this Law would recommend equal right to the names of each of the series for choice as heading for a book index entry of its own. (See Examples 1 to 5 in Sec MK232).

3 Locus Statement

Here is another example. The locus of a micro document has to be given both in the case of a Cross Reference Entry and of an entry in indexing or abstracting periodical. The locus consists of the name of a host document and often also of the exact part, chapter, section or page of occurrence in the host document. The punctuation marks to be used in the locus section should be along similar lines in the case of either class of entry according to the Law of Impartiality.

CHAPTER CD

LAW OF SYMMETRY

0 Law of Symmetry.—The principle that of two entities or situations which admit of being regarded as symmetrical counterparts of each other, if one of the entities or the situations is given weight in any particular context, the other entity or situation should also be given a corresponding weight.

1 Joint Authorship

For Example: Let us consider a book of two joint authors. In the heading of the main entry, we are obliged to write the names of the two authors in the sequence in which they occur on the title page. As a result of this, there will be a book index entry using as heading the names of the two authors in the same sequence. But considerations of symmetry would make us write another book index entry using the names of the two authors in the reverse sequence. (See examples 7 and 8 in Sec MK 211).

2 Concurrent Prescription

In this type of cases, the prescription of the Law of Symmetry is concurrent with the prescription of the Canon of Sought-Heading formulated in Chap BE. The difference between the Law of Impartiality and the Law of Symmetry is somewhat subtle. A little thought will however show that they are not identical.

3 Conflict with Law of Parsimony

Conflict may arise often between the Law of Impartiality and the Law of Symmetry on the one side and the Law of Parsimony on the other. It will require a considerable judgement to resolve the conflict in actual cataloguing work.

CHAPTER CE

LAW OF PARSIMONY

0 Law of Parsimony.—The principle that between two or more possible alternative rules bearing on a particular phenomenon, the one, leading to overall economy of man-power, material, money, and time considered together with proper weightage, is to be preferred.

1 Sobering the Chain Procedure

The sobering effect of the Law of Parsimony of the Chain Procedure has been described in Sec BE7.

2 Pruning According to Context

The Alternative-Name Entries, the special notes in the Main Entry and their Associated Added Entries, the Cross Reference Entries in a Classified Catalogue, the Subject-Analyticals in a Dictionary Catalogue, the Class Index Entries in a Classified Catalogue and the *See also* Subject Entries in a Dictionary Catalogue promoted by the Canon of Sought-Heading, may swell to disproportionate dimensions, unless the answer to the question, "Is it truly a Sought-Entry?" is considered with great care. The Law of Parsimony would ask for considerable pruning. This pruning can be done to an appreciable extent with the aid of the Canon of Context explained in Chap BF and its commentaries.

3 Printed vs Written Card

The Law of Parsimony would make a fundamental difference in the Rules about Specific Added Entries, according as the catalogue card is printed or machine duplicated, or typed (or hand-written). In the former case, it would recommend the Unit-Card-System. In this, a copy of the Main Entry Card itself would be used as any Specific Added Entry Card, by merely inserting in the Leading Section the heading of the Added Entry. For this purpose, the first line of the printed card should be left vacant. On the other hand, if the catalogue card is typed or hand-written, the Law of Parsimony would recommend a Multiple-Card-System. In this, each Added Entry would have only the minimum information necessary to satisfy the Canon of Context. To achieve this, the Law of Parsimony would allow a number of additional Rules in the Catalogue Code to take care of the different kinds of Added Entries. Such additional Rules for Specific Added Entries would prescribe omission of Series Note and Accession Number, shortening of Title, and shortening of every other category not acting as a link between a Specific

CE3**CLASSIFIED CATALOGUE CODE**

Added Entry and its Main Entry. For example, in the **Classified Catalogue**, Rules would provide for the omission, in the **Second Section of a Specific Added Entry**, of the **Individualising Elements** added to the **Author's Name** in the **Heading of the Main Entry**.

CHAPTER CF

PRINCIPLE OF LOCAL VARIATION

0 **Principle of Local Variation.**—The principle that

1 The International Catalogue Code should mark out the factors to be left to the care of each National Catalogue Code;

2 A National Catalogue Code should mark out the factors to be left to the care of each Linguistic Catalogue Code in a multi-lingual country such as India;

3 A National Catalogue Code or a Linguistic Catalogue Code, as the case may be, should mark out the factors, to be left to the care of the Local Catalogue Code of each individual library;

4 The Catalogue Codes in each hierarchical line should be consistent with one another without any mutual contradiction; and

5 Each lower link in each hierarchical line should be a Supplement to all the upper links taken together.

1 Intimacy Inherent in Service

Catalogue is a tool for a reader to find out his requirement in the library. It is an important tool in library service. Intimacy characterises service. Intimacy underlines the individuating particularities in the reader-library setting. The catalogue is a medium of communication in this intimate setting. Thus, local colour should be inherent in library catalogue. A library catalogue does have to conform to a pattern conceivable in abstract. The pattern should also be prescribed in abstract. But to invest it with the intimacy inherent in service, it should be impressed with the essential local colour. This is the message of the Principle of Local Variation. This local colour is to be assumed by the library catalogue in successive stages. Three or four stages are unmistakable—International, National, Linguistic, and Local. Corresponding to each stage there should be a different catalogue code, consistent with the code corresponding to each of the earlier stages. The International Catalogue Code gives only a general blue print, as it were.

2 Languages and Their Reconciliation

Difference in language will be the first point of deviation from the International Code. It has been shown in *Library catalogue: Fundamentals and procedure* that the Language of the Heading in a Catalogue Entry is an artificial language [RLS]. Its syntax is different from that of any Natural Language. It generally admits of nouns only,—with the exception that, when a language has no single word to denote an isolate idea, the word is used.

have to admit a noun qualified by an adjective—as for example, “Digestive System” to denote the functional organ concerned. Again the nouns in the Heading should be in the nominative case. But the title-page in some of the languages such as Sanskrit and Russian give the names of authors and collaborators in the instrumental case. Therefore the Linguistic Catalogue Code in such a language should give an appropriate note under Sec JA7. The punctuation system of the artificial language of Headings is also artificial. Linguistic Variation should be allowed in respect of punctuation.

3 Style of Writing and Printing

The style of writing or printing the elements in a catalogue entry depends on the script and the type-faces available. For example, Roman character admits of upper case, lower case, and italics. It admits also of antique face and small capitals. Even when written by hand, it is possible to have corresponding varieties. But many of the Indian characters do not admit of all of them. As it is to-day, we have to have recourse only to white and black, and variation of *matra* (size). The International Catalogue Code should therefore deal with style, only in general terms—of dominance, subordination, and the like. The actual method of implementing these prescriptions will have to be stated only in a National Catalogue Code or a Linguistic Catalogue Code as the case may be. The importance and inevitability of a Linguistic Code providing its own specification for the style of writing was realised in a compelling way while compiling a Tamil Bibliography [RZM]. In this sense, either of these has to fill up some details in the blue print sketched by the International Catalogue Code. Thus the Principle of Local Variation has sway over this problem.

4 Arrangement of Entries

The arrangement of word-entries is intimately bound up with the style of writing and printing. At any rate, it is desirable that they should be so bound up. As the Rules on the Style of Writing and Printing have to be left to the care of a National Catalogue Code or Linguistic Catalogue Code, the Rules on the Arrangement of Word-Entries should also be left to its care. Thus, the Principle of Local Variation has sway over this problem.

5 Rendering of Personal Names

(At present, certain National Catalogue Codes claiming international status presume competence to prescribe rules for the rendering, in heading, of a Name-of-Person of any culture whatever. This is attempting the impossible. Considerable research awaits to be done to delimit the boundary of the International Catalogue Code in this respect.) The first step in this direction was taken by Unesco through its International Advisory Committee on Bibliography in 1952. In 1951, the Indian Library Association and the Indian National Commission for Unesco accepted a resolution of mine to request Unesco to make the rendering of Asian names the subject of one of its projects. This was done. The task was in the end en-

trusted to me. This gave me an opportunity to face the problem squarely. The details of this Unesco Project are given in Sec FL 75 and FL 76. Meetings with several cultural groups slowly allowed some awareness to dawn on the problem. Some streak of light has fallen on the problem.

51 Entry Element

(It was the Canon of Prepotence that let the light in. A modern Name-of-Person has many words. The potency from the angle of arrangement is not equally incident on all the words. In many names, it is greatest on one word.) Generally speaking, a prepotent word in the name can be found. But in an appreciable number of cases, potency is concentrated most, not on one word, but on a doublet—that is {on two words.} (Sometimes it is spread over even three words.) (Whether a single word is prepotent or a double or a treble word is prepotent; it is obvious only to a native of the country to which the name belongs.) An alien cataloguer cannot ordinarily acquire sufficient competence in this matter. Even if a persevering cataloguer is enterprising enough to master alien names, it is doubtful if he can do it for all the foreign cultural groups. If he attempts to do it, he will become a specialist in cultural sociology at the cost of his loyalty and duty to the Library Profession in general and the Cataloguing Profession in particular. Our experience with such cultural-cum-linguistic specialists, functioning as cataloguers, confirms this fear. For, by the sheer impossibility of doing two things at one time, they are found to be naturally un-informed about current progress in the discipline of cataloguing and about the great changes coming over library service in our own days. They even show a tendency towards bigotry which denies even the very existence of Library Science and the Discipline of Cataloguing. A step in the right direction appears to be to entrust the problem of "single-worded or multi-worded entry element" to the care of the respective National or Linguistic Catalogue Codes. It is the duty of each National or Linguistic Catalogue Code to devise a method by which the singleness or multiplicity of the entry element could be mechanically found out by a cataloguer of an alien culture. The most obvious method will be to append to the National Catalogue Code schedules of multi-worded entry elements, assuming that these are fewer in the cultural group concerned than the single-worded entry elements. There may be less cumbersome methods available in certain cultural groups. For example, while discussing this problem with Sinhalese scholars in Ceylon, the concept of "Starter Word" emerged. By a "Starter Word" is meant a word which is the first of a multi-worded entry element. The other words are found to be consecutive to the Starter Word, exactly as they occur in the full name as it is uttered or printed on title-page. Perhaps a reprint of such national schedules may be separately issued for use by other national groups.

6 Script and Transliteration

Headings in many catalogue entries are proper names. They are names of persons, geographical entities, or corporate bodies. They do not admit of

translation. For they are terms of extension. They are not expressive terms. Whatever be the script used in a catalogue entry, the heading should represent the proper name phonetically. This indicates transliteration. All the letters of one script do not have phonetic equivalents in another script. Therefore, transliteration is not a simple affair. Till now, the Roman script has been largely playing the part of the host-script. This has been due to historical circumstances. For, the renaissance phase of the present cultural cycle appeared in areas of Roman script a few centuries earlier than in areas of any other script. Therefore, during the last few centuries, transliteration had virtually meant transliteration into Roman script. This has become such a rigid part of the mental set of the cataloguers of the West that the reverse movement of transliteration seems to have very little chance to be recognised, even at international level. This is again due to a historical factor. For, international bodies have been all along effectively confined to the membership of the West. Therefore, the idea produced by reflex action, on hearing the term transliteration, is that of the Roman script as the host-script. Therefore, the so-called International Catalogue Codes provide only for one-way transliteration. This is a violence to the Principle of Local Variation. The newly awakening countries have much to do to remove this violence. In my recent experience with the Unesco Project on the Rendering of Asian Names, I had found this mental set in the Librarians of the West too rigid to be broken. They cannot dissociate transliteration from rendering. Nor do they see the reciprocal feature of transliteration. For them, Rendering of Asian Names is mostly transliteration in Roman script. This is a vexatious barrier I had met with in many international meetings. The West should become a little more aware of the "whole problem". Perhaps it is due to the viscosity of the mental set created in the years of Western dominance that the Indian National Bibliography contemplated the adoption of Roman script. May better sense dawn upon those responsible for this !

7 Analytical Entry

The extent of the putting in of subject analyticals and author analyticals is subject to Local Variation of a narrower variety. This is bound to vary from library to library. Therefore a National or an International Catalogue Code should make the rules on such entries permissive, and not compulsory. The Supplementary Catalogue Code of a library should have rules defining their permissible extent in more rigid terms. For example, a library in India need not give analytical entries for essays in English, as there is the *Essay index* of Wilson and Co. But it should give analytical entries for essays in Indian languages, until an *Essay index* comes to be published for them.

8 Fleeting Material

In a governmental library and in the library of a business body or an academic institution, a large and even exhaustive collection may have to be made from time to time, in connection with a particular problem engaging attention at the moment. After the problem is disposed of, the collection may not have

use in the library. A few years ago, the Library of the United Nations had to amass considerable material on the Palestine Problem. After the settlement of the problem, that library could not afford to continue to keep on its shelves the entire load. Such materials have only a limited period of use. We shall therefore denote them by the term "Fleeting Material". The duration of the accession as well as of the use of fleeting material may be too small to complete their cataloguing except by putting an enormous strength of temporary staff on it. And yet, it will all amount to a waste after a short while. The Canon of Local Variation would allow such Fleeting Materials to be merely shelf-listed; perhaps even this would be too much in some cases. It will be sufficient merely to arrange them on the shelves and deem them to stand "self-catalogued" so to speak. This was, for example, enunciated as follows by the United Nations International Committee of Library Experts which went into "the kinds of library service required by the United Nations and the methods by which such service can be most effectively provided," during its meeting from 2 to 9 August 1948. I was a member of that Committee. And I had to stress hard this point of Local Variation and Fleeting Materials. This was because I had seen mad proposals of librarians in India that every scrap of printed paper coming into the library had an absolute claim to a share of the cataloguing time of the library. Lay-managements are often misguided into this absurd insistence. The document *Library services of the United Nations* (U1) gives the recommendation of the International Committee in the following terms:

"No attempt should be made to build up the collections for purposes of general historical research beyond the needs of the United Nations. . . . The library should be free to provide more summary treatment for much of its material and in some categories may omit cataloguing altogether."

91 Selective Cataloguing

Even in other kinds of libraries, the Principle of Local Variation will prescribe Selective Cataloguing. Materials used only occasionally may have to stand on the shelves or in vertical files, "self-catalogued". For example, my advice to the Central Secretariat Library in New Delhi was that such a treatment might be given to the large mass of annual reports and similar documents of various governments including those of the United Nations, accumulated for years in that library. Ignorance of this has led to the wastage of the meagre library fund in certain places and to other kinds of havoc in other places. At the same time, they should be properly classified and catalogued in a research library, such as that of the Gokhale Institute, where they form the very basis of much of the work in the Institute.

92 Differential Rules

✓ Another application of the Principle of Local Variation is the freedom given to an individual library or to a Local Catalogue Code to cut down details rigorously for entries of certain kinds of materials. The *Prussian*

instructions (O3) gives the following list of categories of documents where the application of selective cataloguing may be allowed in public reference libraries:

- 1 Manuals for schools or self-education;
- 2 Guides for elementary knowledge including books on sports;
- 3 Materials on domestic economy lacking scientific interest;
- 4 Popular informative books, especially in science, medicine and law;
- 5 Instructions for non-commissioned officers and privates;
- 6 Books of superstitious and occult content (!);
- 7 Light reading materials and songs for social purposes;
- 8 Juvenile and picture books;
- 9 Prayer and devotional books;
- 10 Minor works of local interest such as reports on festivities, exhibition catalogues etc.

For these books, added entries are almost omitted, various editions are combined on the same card and various other simplifications are made.

Again, cataloguing may have to be done to different degrees of fullness for different categories of materials. Mere shelf-listing may be sufficient for some. At the other extreme, for Incunabula, for instance, detailed bibliographical cataloguing is necessary. A Local Catalogue Code must have freedom to adopt Differential Rules for different groups of materials. The Principle of Local Variation will call for all degrees of play of Selective Cataloguing.

93 Areas for Variation

There is need for a hierarchy of catalogue codes, from the International Code, through Regional and National Code, through Linguistic Code, to Local Code. There are limitations in the competence of the above successive codes. Where a code is not competent to lay down specific rules, it should lay down broad principles to guide the codes lower down in the hierarchical lines. The problems in cataloguing have all been analysed and found to fall in ten levels. It is also possible to allocate the different levels to the different members of the hierarchy [R12].

CHAPTER CG

PRINCIPLE OF OSMOSIS

0 Principle of Osmosis.—The principle that, when a change in the Catalogue Code or in the Scheme of Classification becomes necessary in deference to the Canon of Context, on and after a chosen date

1 All the new accessions be catalogued and classified according to the new Catalogue Code and the new Scheme of Classification;

2 Just those of the old collection as are known to be in much use be recatalogued and reclassified, with an additional temporary staff, if necessary, during the first few months;

3 The new accessions and the recatalogued and reclassified books be kept in a New Collection and similarly their catalogue cards too kept in a New Collection;

4 The rest of the old collection be kept as Old Collection and similarly their catalogue cards too be kept as Old Collection;

5 Readers' attention be invited by the Reference Librarian to the existence of the Two Collections;

6 If any book is taken out by a reader from the Old Collection, on its return by him it be recatalogued and reclassified and absorbed in the New Collection and similarly with its catalogue cards.

1 Capitulation to the Dead Past

The Canon of Context will bring about now and again changes in the Rules of Catalogue Code and in the Scheme of Classification. At present this change is met in one of two ways in cataloguing practice.

According to one, the entire collection of a library is recatalogued and reclassified. The cost of this is enormous. Often, to find the necessary money, active service is starved; reference service is cut out; book-fund is depleted. All this amounts nearly to a criminal waste of library fund. Law of Parsimony is therefore chagrined.

In the second way of practice, eyes are closed in the ostrich way to the change in the Catalogue Code and in the Scheme of Classification. The obsolete Code and Scheme are perpetuated in defiance of the Canon of Context and of the Laws of Library Science, and to the neglect of readers' unex-

pressed needs. This way amounts to tying the future up to the dead past. This capitulation to the dead past is fatal to any social institution; and library is a life-giving social institution.

2 Living the Present

The right way shown by the Canon of Context is to live the present. We should neither waste the resources nor do disservice to readers. The Principle of Osmosis helps us to chalk out the right way. According to it, the documents of a library fall into three groups:

- 1 New documents;
- 2 Documents—usually or mostly of recent past—continuing to be in active use; and
- 3 Old documents rarely, or only occasionally, in use.

When the Catalogue Code or the Scheme of Classification has to be changed, the three groups should be treated differently [G3].

3 New Documents

From the date of change over, all the new documents should be catalogued by the New Code and classified by the New Scheme of Classification. These should be kept as "New Collection". Their catalogue cards also should be kept as a "New Collection", according to the Principle of Parallel Movement enunciated in the *Library administration* [RL3], and the *Library manual* [RL6]. This does not mean any extra cost.

4 Recent Documents in Active Use

Within a short period after the date of change over to the New Catalogue Code and to the New Scheme of Classification or even in anticipation of it, the active documents of the recent past should be rapidly re-catalogued. In some cases, no serious change will be necessary. The only work to be done will be to pick out their cards from the old collection, and insert them in the new collection. The documents themselves should be similarly transferred from the old to the new collection, as and when the cards are transferred, according to the Principle of Parallel Movement. A suitable mark should be put above the class number on the tag in the back and in the back of title page to indicate the absorption of the document in the New Collection. In some cases, slight changes in the existing cards may prove sufficient. Only in a few cases, total re-cataloguing may become necessary. In all cases the routine of absorption should be completed for each quantum of documents recatalogued at one time as if it were a single indivisible job; otherwise, chaos will result. The quantity of man-hour needed for this routine of absorption will depend upon the number of documents to be so absorbed within the short time. In a Service-Library, eighty percent of use is estimated to be confined to the accessions of the last five years. Even this eighty percent is likely to be distributed as follows:—50 percent of the current year, 25 percent of the last year, 12 percent of the

second last year, and so on in diminishing sequence. (One method of systematically picking out the documents in active use is to register for the Catalogue Revision Section all the documents of the "Old Collection" going out on loan. When they are returned by readers, the documents will automatically go to the Catalogue Revision Section. Their catalogue cards should be checked up and the routine of their absorption into the New Collection should be completed. The pressure of this work will be high only for about three months in most libraries. Thereafter, it will decrease progressively. This way of absorption of old documents in current use will require additional staff only for a short period.) The number of volumes to be so treated may not exceed 10,000 in a Service-Library. The extent of extra work to be done on this kind of absorption in a National Central Library can be worked out from experience. Even there, the proportion of the special staff needed to the permanent staff, and the duration for which the special staff will be needed will not be very different from that of a Service-Library.

5 Osmotic Pressure of Use

After the first few months of high-pressure absorption, the daily quota of absorption will become small. It will go on thinning almost to a vanishing point in about five years. By that time, all the "Live Books" would have been transferred by the "Osmotic Pressure of Use" from the Old Collection to the New Collection. The "dead books" will for ever remain in the Old Collection, without any harm to any reader. This is the Principle of Osmosis. This is a contribution of the Principle of Local Variation applied in one of its extreme spheres of jurisdiction. This Principle of Osmosis suggested itself to me, while visiting many aged libraries during my tour of Europe and America in 1948. The pathetic look of the younger members of the cataloguing sections of big libraries caught my eye. They were internally revolting against having to use the Catalogue Codes of earlier centuries. But their chiefs, who had given up active cataloguing and active reference service and had become mere administrators and committee men, did not have the time or the willingness to understand the urge of the juniors to change over, in order to make library service real. Or, cataloguing was, in some places done by the old guards in whom mental fibrosis had set in and who did cataloguing without any awareness of the latest thought on library service or sensitiveness to the social changes since the time their Catalogue Codes were framed. When their thought was disturbed, they immediately struck the disturber, crying, "Theory, theory, all theory!" This made me think out the deeper reason for such wide-spread resistance to any change in cataloguing and classification. It was found to be the cost of re-cataloguing of the whole of a large collection. This simmered in the mind for some time. The Principle of Osmosis came forth and gave a possible solution of the problem.

PART D

EVOLUTION OF THE CATALOGUE

CHAPTER DA

FUNCTIONS OF THE CATALOGUE

1 Introduction

A Library Catalogue is essentially a tool. Hence, its parts and details are to be designed so as to make it an efficient tool. This means that in designing the Catalogue we must take its chief functions into consideration. The functions to be performed by a Library Catalogue have been discussed in detail in the light of the Laws of Library Science elsewhere [RF5]. That discussion may be summarised by the statement that a Library Catalogue should be so designed as to

- 1 Disclose to every reader his or her document;
- 2 Secure for every document its reader;
- 3 Save the time of the reader; and for this purpose
- 4 Save the time of the staff.

To pursue Cutter's line of approach and restate the purpose in a more specific way, the functions of a library catalogue are to [C3]:

- 1 Enable a person to find a book of which either the
 - A Author, or
 - B Title, or
 - C Subject is known;
- 2 Show what the library has
 - D by a given author,
 - E on a given subject, and
 - F in a given kind of literature; and
- 3 Assist in the choice of a book as to its
 - G Edition, and
 - H Character.

2 Museum Tradition

Historically, however, the nature of the Library Catalogue has been for long influenced by a powerful tradition. In this tradition, undue emphasis was placed on the library as a museum, where books are housed for preservation. Under its influence, the primary purpose of the catalogue was naturally taken to be that of serving as an inventory of the contents of the library. To make this inventory catalogue as simple as possible, it was made of the title-a-line type, listing the books in the accession sequence, with the books themselves arranged on the shelves in the same accession sequence. The task of building up a catalogue of this primitive type is not difficult and calls for no very elaborate code.

3 Spirit of Salesmanship

The force that has been trying to oust this museum tradition may be described as the force of 'Salesmanship'. This force emanated from a new view of the library. According to this view, a library is an institution charged with the duty of converting every person in its area into its regular customer and serving the customers so well, so promptly, and with such exact reference to their specific needs, that they would gladly keep on as customers. A library is not a museum but a workshop, full of life and activity. It is not the book which gets rapidly worn out by constant use that should worry a library according to this view, but it is the book which would seldom leave the shelf that needs anxious attention and effective treatment. This view is now revolutionising everything connected with the library—book selection, shelf arrangement, architecture, furniture, location, hours, finance, staff, attitude towards readers, and last but not least the Library Catalogue. It is also among other things trying to relegate the spirit of inventory to its legitimate far off place in the back-ground so as not to smother the nascent spirit of service—service at any cost, service at any risk—which is slowly but rightly enlivening the libraries of to-day.

4 Struggle of the Catalogue

41 FIRST VICTORY

The first struggle over the Library Catalogue between the inventory tradition and the service spirit resulted in a compromise. The title-a-line entry was preserved but the entries were to be, not in the accession sequence, but in the alphabetical sequence of the names of authors. This replacement of the vagaries of accession by the vagaries of the alphabet was, to some extent, due to the service spirit not knowing its own mind, not having had enough experience to know what interested readers most—the author or the subject-matter.

42 SECOND VICTORY

But it did not take long to see the importance of subject-matter. The first result of seeing it was to get one more concession, viz, replacing the single alphabetical sequence by a number of such sequences—at the rate of one sequence to each of a few—say fifteen or twenty—broad classes into which knowledge was divided. The catalogues of a few of our libraries are still at one or other of these stages.

43 EMANCIPATION

The real emancipation of the Library Catalogue from the hold of the inventory tradition dates from the invention of the shelf-register, which, as the name implies, lists the books on the basis of a title-a-line entry, in a sequence which is exactly parallel to the sequence of the books on the shelves. The inventory spirit being thus cut off with a special register of its own, the catalogue began to develop along lines natural to itself and conducive to the fulfilment of the new service-spirit of the Libraries.

CHAPTER DB

PARTS OF LIBRARY CATALOGUE

1 Unipartite Dictionary Catalogue

The first line of development led to what is known as the Dictionary Catalogue. It consists of a single part, with the components differentiated to suit the different functions to be performed by the catalogue. The perfection of this form has engaged many an inventive brain from the middle of the last century. It has developed some new techniques—the fixing of subject headings being an example of colossal magnitude.

11 NEW BIGOTRY

The revolutionaries—the tradition-breakers—of one generation themselves become the conservatives of the next, fondly clinging to the new tradition, which they themselves founded in the place of those broken down by them. So it is in library cataloguing. The fascination of grappling with the difficulties with which the dictionary catalogue bristles seems to have so narrowed the vision that the immediate and next stage of evolution in the catalogue is either not perceived or resisted with bigotry.

2 Bipartite Classified Catalogue

The next stage in the evolution of the library catalogue consists in splitting it into two parts, on the basis of the differences of function—one part holding all the components giving information about what the library has on various subjects and the other holding all the other components. The arrangement in the former is by Call Numbers and Class Numbers; and this is filiatory. The arrangement in the latter is alphabetical as in a dictionary. That this bipartite form of catalogue is a more evolved form than the unipartite dictionary catalogue will be conceded by those that believe that evolution means differentiation in structure to meet differentiation in function. Those who, however, hold the view that the ultimate stages of evolution lead to unification and not to differentiation, must learn by experience the enormous difficulties of a dictionary catalogue and the comparatively easy elimination or handling of such difficulties in the classified form of catalogue emphasised in this code.

21 A CAUSE FOR DELAY

The delay in the emergence of the bipartite form as the dominant form has been due, not merely to the resistance of the practitioners of the unipartite Dictionary Catalogue, but also to the then absence of a scheme of book-classification which

- 1 Individualises specific subjects of any degree of intension whatever;

- 2 Arranges specific subjects at all levels in an acceptable filiatory sequence;
and
- 3 Individualises the different books in a specific subject.

22 A FALLACY

A subtle fallacy also leads to the retention of the Dictionary Catalogue in preference to the Classified. The ordinary reader, it is argued, is familiar only with alphabetical arrangement and that the catalogue, being primarily for his use, should be *purely* alphabetical. The premises of this argument are correct but a fallacy lurks in the introduction of the epithet 'purely'. All that the premises warrant is that there should be an alphabetical part through which the ordinary reader can enter the catalogue. The second part of the bipartite Classified Catalogue is alphabetical just for this purpose.

CHAPTER DC

RIGHT APPROACH

1 A Deeper Function

If the reader's interest is for a particular book or a book by a particular author, the alphabetical part is sufficient by itself to satisfy his want. But if it is interest in a subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions, and all broader subjects of which it is itself a subdivision. Moreover, few readers are able to name their specific subjects exactly. It is a broader or a narrower subject that is usually thought of. But whatever is brought up and however wide of mark it may be, the alphabetical part tells him, as it were, "For all books on the subject you mention and on all connected subjects, look up the region of the Classified Part covered by number so and so." There he finds displayed the full field of his interest. When he enters it, he finds all that he was vaguely conscious of having wanted; and indeed it is only then that he is able to know the exact subject he wanted.

11 UNEXPRESSED WANTS

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy this thought or distract him. His mind is fully occupied with the helpful filiationary way in which the names of his books follow one after another. He is delighted. This delight is at bottom due to the satisfaction of unexpressed wants and to the getting of something which he did not know how to ask for. This represents a deeper function to be performed by the library catalogue.

2 Duty of the Library

It is the duty of the library to meet such unexpressed wants, particularly because an ordinary reader does not know how to give shape to them and state them. The Dictionary Catalogue, with its inevitable alphabetical scattering of subjects instead of collocation, cannot satisfy this want. Its maze of 'See also' directions will virtually tire out the ordinary reader by sending him from pillar to post.

3 Holism in the Catalogue

It is unchivalrous to say to the reader, as it were, "You say you can enter the catalogue only with the alphabetical key. Ergo, then you shall have it ! But you will have to use the alphabet not only at the beginning but throughout and to the very end." This is too great a penalty to be imposed upon the reader. It is pushing the 'alphabet' beyond its legitimate function. Real

efficiency and gracefulness consist in confining the use of each tool to the purpose for which it is best suited or designed. To display the resources of a library in a filiation sequence the correct means is the classified arrangement and not the alphabetical one. As the library catalogue has to do this and as the reader can enter it only with the alphabetical key, a bipartite catalogue with a classified and an alphabetical part is the only suitable one. Such a holism should prevail in the catalogue. It can be seen that the Classified Part is designed to suit the functions marked by Cutter as (C), (E), (F), (G) and (H); while the Alphabetical Part corresponds to the functions (A), (B), (D) and to some extent (H) also. It can also be seen that the Alphabetical Part is virtually the Dictionary Catalogue *minus* the Specific Subject Entries.

4 Future of the Catalogue

If the bipartite form of catalogue comes into general use, it will doubtless lead to more evolved and more efficient forms in the future. For the time being, however, the bipartite Classified Catalogue should be popularised and this code is, therefore, devoted mainly to the rules relating to its compilation. And yet to help those lagging behind in the times of the Dictionary Catalogue, supplementary Rules to suit this form of catalogue are given wherever warranted.

CHAPTER DD

PHYSICAL FORM OF THE LIBRARY CATALOGUE

1 Book Form

The book form of the Library Catalogue, whether printed or manuscript, has been made an anachronism by the Fifth Law. Nearly a century ago, Jewett wrote the epitaph of the printed catalogue in his address to a conference of librarians held in New York City:

"While the catalogue of a large library is passing through the press, new books are received, the titles of which it is impossible in the ordinary manner of printing, to incorporate with the body of the work. Recourse must then be had to a supplement. In no other way can the acquisitions of the library be made known to the public. If the number of supplements be multiplied as they have been in the Library of Congress, the student may be obliged to grope his weary way through ten catalogues, instead of one, in order to ascertain whether the book which he seeks be in the library. He cannot be certain, even then, that the book is not in the collection, for it may have been received since the last appendix was printed. Supplements soon become intolerable. The whole catalogue must then be rearranged and reprinted. The expense of this process may be borne so long as the library is small, but it soon becomes burdensome, and, ere long, insupportable, even to national establishments.

"There is but one course left—not to print at all. To this no scholar consents, except from necessity. But to this alternative, grievous as it is, nearly all the large libraries of Europe have been reluctantly driven."

2 Move Forward

India has been reputed to be the dumping ground for practices discarded elsewhere. Long experience of this seems to have developed even a special fascination for the antediluvian. It is often welcomed and fondled, instead of allowing it to die a peaceful death. The printed library catalogue evidently belongs to this category. There may not be enough money to buy books, to maintain an adequate staff, to get the books better circulated and used, to extend the hours of the library or to light or furnish it attractively; but money is found, or rather whatever money there may be is diverted, to print or reprint the catalogue. Let us hope that this will not continue for ever even in India. India should move forward.

3 Evolution to Card Form

The *Five laws* traces the evolution of the physical form of the Library Catalogue from the closely written bound book, through the interspaced and

interleaved one, through paste-down form, through the sheaf form, to the present card form.

4 Card Form, Not the Last Word

The pressure of the Fifth Law is not yet felt anywhere in India to the same extent as in Europe and America. Most libraries still maintain their catalogues in the primitive book form. Some of these even conspire to pull down the more forward ones from the card stage they have reached back to the old book stage. Further, even in the libraries that have adopted the modern card form, the rate of growth is by no means of the order that has become common in the West. The card catalogue is thus believed to be the last word in the physical form of the catalogue. But it is not wise to proceed with that belief. The inexorable Fifth Law of Library Science may have something in store for the next stage in the evolution of the physical form of the catalogue.

5 Service Library

In a local Service Library, the Fifth Law itself would put a ceiling to the number of volumes to be stored in it. In its case the Fifth Law would make the growth in the stock of the library take the form of replacement of the different out-moded and worn-out books by new books comparable in number. Therefore, it is likely that the card form of catalogue does not create much difficulty in the case of a local Service Library. A card form may continue for a long time as the most helpful form.

6 National Central Library

The position, however, is different in the case of a National Central Library and even of a Regional or State Central Library. In their case, the Fifth Law would allow growth by continuous addition of volumes without withdrawal of old ones. The size of the catalogue will therefore grow continuously. It will soon reach a size, obstructing its efficient use. In fact, such a size has already been reached by the card catalogue of libraries, such as, the Library of Congress (USA), the New York Public Library, and the Lenin Library in Moscow. The very catalogue room of such a library is bigger than the entire building of many a service library. Apart from the cost of the maintenance of such a huge catalogue, the readers too may find using of such a leviathan catalogue irksome and time-consuming. What is the solution ?

7 Micro Film Form

One possible solution may be to have the catalogue in micro form, such as micro film or micro card. But there will be a practical difficulty in using that form. The Fifth Law itself will cause that difficulty. In a huge library, about a hundred books may be added almost every day. This rate of growth in the stock carries with it the implication that about six hundred entries will have to be interpolated at different conceivable points among the already

existing entries. What will technology say to this ? Can the micro film technologists handle this problem successfully and at a reasonable cost ?

8 A Compromise

If they cannot, one can think of a compromise. The compromise is suggested by the Principle of Osmosis already described in Chap CG. Entries of reading materials, other than those in current use, may be micro-filmed. The entries of the volumes in current use may be maintained in the conventional card form. Then the catalogue will be in two forms and sequences—one in micro-film form for the older books, and the other in card form for current books. This may be a solution for the present. In due course, however, a separation of the entries in the card form will have to be made again into those to be reduced to the micro-film form and those to be retained in card form. To pursue this matter will almost amount to a speculation at this stage. Moreover, the number of libraries in the world that will have to face this situation will be relatively small.

CHAPTER DE

CENTRALISED CATALOGUING

1 Beginnings

The first stage in the national centralisation of cataloguing was brought into vogue in the United States in 1901. From then, the Library of Congress prints the catalogue card of each book. Copies of this card are available for sale. I saw such a system in vogue in Denmark also during my tour in 1948. The Bibliographical Institute was in charge of the work. Since 1950, the *British national bibliography* is unobtrusively and obliquely influencing the British libraries to accept centralised classification and cataloguing. It has begun to supply catalogue cards within 48 hours of order. Often, the catalogue cards arrive even before the books arrive [W1]. Centralised Service of printing catalogue cards is also practised by the Deutsches Bucherei, the Central Bibliographical Institute in Leipzig. It seeks to cover all German books in whatever country published. It can be no wonder if the Fifth Law of Library Science dances with joy, on observing this development in the organisation of cataloguing work.

2 National Saving

If Centralised Cataloguing is done, national saving will be as much as 79 per cent [RH3] in respect of all the publications in the country.

3 International Saving

If each country establishes Centralised Cataloguing and all countries cooperate with one another in the exchange of the results of central cataloguing, there will be a saving of 79 per cent [RH7] in respect of the books published in all the cooperating countries. This will of course require, as condition-precedent, prevalence of peaceful intercourse between nations.

4 Position in India

There is a great shortage of well-trained cataloguing man-power in the country. But the libraries are growing in number as a result of the current renaissance. The economical method of meeting the situation will be to adopt Centralised Cataloguing. This cannot be done for the country as a whole. There should be a diversified organisation for it. In each of the Constituent States, there should be a State Central Cataloguing Body for the books in the language of the State. There should be a Union Central Cataloguing Body to take charge of the books in English, Sanskrit, and in any other Indian languages in which books are published in different parts of the country [RI1].

5 Pre-Natal Cataloguing

The next step in the evolution of the organisation for cataloguing will be for the National Central Body and the State Central Body for Cataloguing to get the proof copies of books even before they are published and provide the call number and the catalogue entries for each book. Then the class number can be printed in the back of the title page. The catalogue cards can be printed even before the book is released. This is called Pre-Natal Cataloguing [RP1].

PART E

RECORDING

CHAPTER EA

LANGUAGE OF ENTRIES

1 Favoured Language

The language in which the majority of the documents of the library occur.

Normally the language of the country or region or State is likely to be the Favoured Language. But in a specialist library, the Favoured Language may be different from the language of the country or region or State. Due to historical causes, English is now the Favoured Language in many of the generalist libraries in India.

2 Scale of Languages

A list of languages, to be kept by a library, in which the Favoured Language is given the first place and the other languages are entered in the descending scale of popularity.

It is not easy to give a definite and unique sequence of popularity for arranging the languages. But each library may be able to decide from experience some working scale. All that is wanted is that this should be a fixed one. For example, in the University Library at Madras, English was used as the Favoured Language. The scale of languages was as follows: English, Tamil, Malayalam, Telugu, Kanarese, Sanskrit, Hindi, Urdu, French, German, etc.

3 Most Popular Language

Among a given set of languages, the language occurring earliest in the scale of languages.

4 Preference of Favoured Language

Generally speaking, an entry in a library catalogue is to be in the Favoured Language of the Library. The Rules in Sec 5 of this Chap deal with the elements in an Entry to be written in a different language.

5 Use of Non-favoured Language**51 PROPER NOUN**

Proper Nouns in any Entry are to be written in the language in which it occurs on the title-page and its over-flow of the document, except that the special rules of Chap JB are to be followed in the case of the name of a Geographical Entity.

This is obvious. It is wrong to translate a Proper Noun on the basis of the dictionary meanings of the word(s) constituting it. For example, it is wrong to enter my name in an entry in the translated form 'Lord of the Stage'. It is equally wrong to enter the name of my collaborator, in this edition, in an entry in the translated form 'Blue Cloud.'

52 TITLE OF A DOCUMENT

The title of a document is to be written in the language in which it occurs on the title-page.

521 POLYGLOT TITLE

If the title of a document is given on the title page in two or more languages, it is to be written in the Most Popular Language of the library.

522 ADDITION OF TRANSLATION

If the title of the document is not in the Favoured Language and it is not a proper noun but is descriptive, its translation in the Favoured Language may be added within square brackets as a separate sentence in the title section, either in the Main Entry alone or also in specific Added Entries according to a subsidiary rule to be framed by each library in conformity to the Principle of Local Variation.

CHAPTER EB

SCRIPT OF THE ENTRIES

1 Favoured Script

The script of the Favoured Language of the library; and in exceptional cases any other script chosen by the library as the Favoured Script.

For example, the Favoured Language of a Library of Books in Sanskrit in USA will be Sanskrit. But, it may choose as its Favoured Script, not the Nagari—i e, the Sanskrit—Script, but the Roman Script.

2 Preference of Favoured Script

Generally speaking, the script of an entry in a library catalogue is to be in its Favoured Script.

An alternative is considered in Sec SA5

3 Transliteration

If the title-page is not in the Favoured Script of the library, the words taken from the title page are to be transliterated in that Script in accordance with an accepted table of transliteration.

The script of this book being Roman all the examples in it are in Roman script. It is equivalent to saying that the examples are printed as for a library whose favoured script is Roman.

31 TRANSLITERATION TABLE

The table given in the *Journal* of the Royal Asiatic Society of Great Britain and Ireland or any other standard table, put up as an international or national standard, as the case may be, is to be used for the scripts covered by them.

The table mentioned first in the above Rule is based on the agreement arrived at in an International Congress of Orientalists.

4 In Edition 1

The first edition of this book reproduced a slightly modified form of that table. But in actual practice, we found it unhelpful because it did not indicate the shapes of consonant-vowel combinations. Twenty more pages would be required to indicate them. It was felt that the frequency of use of the

tables would not justify sparing so many pages for them. Further, the bodies of the types of the different languages are so different that they cannot be composed in the same line. This necessitated the making of blocks for all the pages of the tables. This would increase the cost beyond economic limits. The tables have, therefore, been omitted in this edition.

5 Transliteration into Indian Scripts

At present, tables exist only for transliteration into Roman Script. Tables for transliteration into most other scripts—particularly the Indian scripts—are yet to be standardised.

We cannot expect any other country to take up this task. The Indian Standards Institution should seize this task and complete it in collaboration with the linguists of the different regions of the country. Its EC2—Documentation Committee—should co-opt linguistic scholars and establish a standard for transliteration from western scripts into Indian scripts. There is another task even more urgent than this. It is the establishment of standards for transliteration from one Indian script to another. For, apart from the Tamil script and the Urdu script differing considerably in the phonetic make up from the other Indian scripts, even among the other Indian scripts there are substantial differences in respect of the phonetic values of a few letters of the alphabet. Thus there is scope for considerable work to be done in internal transliteration by the Documentation Committee of the Indian Standards Institution. The present drive for emotional integration through literature service calls immediate attention to this problem of internal transliteration.

CHAPTER EC

ARTICLES AND CONTRACTIONS

1 Articles

Some Rules prescribe omission of initial articles. The following list of articles is given to facilitate recognition:

Arabic: ad, al, ar, as, at, ez.	Italian: gli, gl, i, il, l', la, le, lo, un, una, uno
Dutch: de, het, 't, een, eene.	Portuguese: a, as, o, um, uma
English: a, an, the	Scandinavian: de, den, det, en, et, ett
French: le, la, les, un, une	Spanish: el, la, lo, los, un, una
German: das, der, die, ein, eine	Yiddish: der, di, dos
Hebrew: Ha, he	
Hungarian: a, az, egy	

The numeral adjective meaning "one" should be distinguished from an article of the same form and should not be omitted.

2 Contractions

The following are the contractions to be used, in writing entries:

Abkürzung	..	Abkurz	Director	..	Dir
Abridged	..	Abr	Edited	..	Ed
Abteilung(en)	..	Abt	Edito	..	Ed
Annotated	..	Annot	Editor(s)	..	Ed
Annotation	..	Annot	Edition	..	Ed
Annotator(s)—	..	Annot	Edizione	..	Ed
Assistant	..	Assis	Epitome	..	Epit
Auflage(-n)	..	Aufl	Epitomised	..	Epit
Ausgabe(n)	..	Ausg	Epitomiser(s)	..	Epit
Ausgewählt	..	Ausgew	Erklärung(en)	..	Erkl
Author(s)	..	Auth	Fascicule	..	Fasc
Band	..	B	Gekürzt	..	Gek
Bearbeiter	..	Bearb	Gesammelt	..	Ges
Bearbeitet	..	Bearb	Heft	..	H
Before Christ	?.	BC	Herausgeber	..	Her
Century	..	Cent	Herausgegeben	..	Her
Commentary	..	Comm	Illustration	..	Ill
Commentator(s)	..	Comm	Illustrator(s)	..	Ill
Compiled	..	Comp	Illustrazione	..	Ill
Compiler(s)	..	Comp	Introduction	..	Introd
Dedicated	..	Ded	Introduction	..	
Dedicatee(s)	..	Ded	writer(s)	..	Introd
Dedication	..	Ded	Introductory	..	Introd

EC2**CLASSIFIED CATALOGUE CODE**

Introduzione	..	Introd	Samlede vaerker	..	Sam
Joint	..	J	Sammlung	..	Sam
Nouveau	..	Nouv	Special	..	Sp
Nouvelle	..	Nouv	Teil(e)	..	Te
Number(s)	..	N	Tome	..	T
Omarbide(t)	..	Omarb	Tradotto	..	Tr
Oversat	..	Overs	Traduction	..	Tr
Page(s)	..	P	Traduit	..	Tr
Popular	..	Pop	Traduzione	..	Tr
Preface	..	Pref	Translated	..	Tr
Prologo	..	Prol	Translation(s)	..	Tr
Pseudonym	..	Pseud	Translator(s)	..	Tr
Redigirt	..	Red	Udgave(r)	..	Udg
Report	..	Rep	Udgiver(e)	..	Udg
Reported	..	Rep	Übersetzt	..	Übers
Reporter	..	Rep	Übersetzung	..	Übers
Revidierte	..	Rev	Uitgaaf	..	Uitg
Revised	..	Rev	Vertaler	..	Vert
Revision	..	Rev	Volume(s)	..	V
Revisor(s)	..	Rev			

3 Cognate Words

As far as possible, cognate words are provided the same contraction.

4 Homonymous Contractions

Some of the contractions prescribed are homonymous. For example, the contraction 'Tr' denotes 'Translated,' 'Translation,' and 'Translator(s)'. The context of its occurrence will resolve the homonym.

CHAPTER ED

STYLE OF WRITING

1 Introduction

The style of making the entries is, to some extent, to depend on the physical form of the catalogue. From this point of view, three physical forms may be recognised—the bound-book form; the loose-leaf form; and the card form. The choice of form has to be made in the light of the Fifth Law of Library Science. The main concern of the Fifth Law is to give full weight to the need for casual repairs and frequent addition of entries even while the catalogue continues to be in use. It has been discussed in detail in the *Five laws of library science* [RF9].

11 PHYSICAL FORM OF THE CATALOGUE

The days of time-honoured bound-book form are gone for ever—never to return—at least in the case of a growing Service-Library. The loose-leaf form and the card form are so much alike, that they admit of nearly the same style of making the entries. As the card form marks a later stage of evolution, as it is rightly more popular, and as it is desirable to make the rules definite, this chapter deals only with the style of making entries for a card catalogue.

12 CARD CATALOGUE

In order that the right sequence of all entries—old as well as new taken together—may always be easily maintained, each card is to get only one entry, except where rules provide for the consolidation of several consecutive entries into a single 'Consolidated Entry.'

Experience has singled out cards, $124 \times 75 \times 0.25$ mm, as of the most convenient size. They are referred to as 'standard cards' for cataloguing purposes. If the catalogue, as a tool, is to have the longest lease of life possible, it is desirable that cards of the best texture should be used. To secure elegance, it is better to have ruled cards.

13 PRINTED CARD

Next to the choice of the material on which the entry is to be made, we have to examine the mode of making the entry. Is the entry to be printed, type-written, or written by hand? Printing will be ideal, if economically possible. As the cost of printing goes to-day, it is not economical for individual libraries. It may be possible in countries where co-operative cataloguing is practised. The number of such countries is, however, now small [RT6].

14 TYPED CARD

As for typing, the chief problem is the availability of the right sort of ribbon which will leave behind it an indelible impression. The handling of single cards need not be considered however a serious handicap, as it may be possible to produce the cards in reels of suitable length. Typing may be too expensive for some libraries.

15 WRITTEN CARD

Thus writing by hand may be the only mode practicable in many individual libraries—at least for some time in the newly developing countries.

16 UNIT CARD SYSTEM

No library can get on with a single copy of the catalogue. Further, the tendency now is to have groups of small libraries knit together. This organisation involves having a number of copies of the catalogue. The number is usually too small, however, to make printing economical. Hence the library world is now engaged in carrying on various experiments in the matter. Many near-printing processes have now come into use. Libraries which use these processes or printing itself will find it economical to use the 'Unit Card' system. This system uses copies of the Main Entry Card for Added Entries also by adding the Headings of the latter at the top or underlining those words in the title-portion which should be regarded as Headings. Detailed rules for these are easily framed by individual libraries.

The rules of this chapter bear upon the style of *writing* the entries in cards in individual libraries. This brings us to two other issues, *viz.* the writing fluid to be used and the hand in which the entries are to be written.

2 Writing

21 WRITING FLUID

The indelibility of the ink used should be such as to make the entry last as long as the card lasts.

The catalogue is a permanent record and the cost of renewing it wholesale would be prohibitive. Hence this rule.

22 USE OF PENCIL

Call Numbers and Class Numbers should, however, be in pencil.

These are liable to revision and change. Hence this rule.

23 LIBRARY HAND

All words and numbers in an Entry are to be in a bold upright hand, their letters and digits being detached from one another.

As regards the hand, we are between two opposing factors. On the one side, the hand in which a person writes is singularly personal. The science of graphology is based on this fact. On the other hand, the catalogue of a growing library accretes to itself several entries from week to week, over in indefinitely large number of generations. Hence, if all the calligraphic idiosyncrasies of all the successive cataloguers be given full play, the catalogue would certainly become an unattractive hotchpotch. The library world would rather sacrifice the individuality in the handwriting of cataloguers than make the heterogeneous style of the catalogue offend or repel the readers. Accordingly, it has, in recent years, developed an impersonal hand and dubbed it the 'Library Hand.' It is claimed that even a person with a bad hand can practise it with success and, what is more, can write it fairly fast. Here is Library Hand for the Roman Script and the Indo-Arabic Numerals.

A B C D E F G H I J

K L M N O P Q R S

T U V W X Y Z

a b c d e f g h i j k l m n o p

q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

A similar standard should be established for the favoured script of a library and implemented.

24 RULES ON STYLE OF WRITING

Before we proceed to state the rules of this chapter, an apology is due to the reader. An actual demonstration of writing the various kinds of cards

would be more effective than a chapter of rules. But, as the author of a book is denied the privilege of personal demonstration, he is driven to the circumlocutory mode of describing them by rules. Hence, I would request the reader to bear with me in this matter and follow the rules by actually writing out sample cards.

25 LINES IN AN ENTRY

- 1 **Leading Line.**—The top-most horizontal line of a card.
- 2 **First Vertical.**—The left-most vertical line of a card.
- 3 **Second Vertical.**—The vertical line which is to the right of the First Vertical of a card.

In what follows, some of the definitions given in Chap B7 are assumed.

3 Leading Section

The Leading Section—that is, the section beginning on the Leading Line—and all its continuation lines are to be commenced at the First Vertical.

4 Other Sections

41 GENERAL

All the other Sections except an Index Number Section, an Accession Number Section, and the Second Section in a Series Index Entry are to be commenced at the Second Vertical.

42 CONTINUATION LINES

The continuation lines of all sections are to be commenced at the First Vertical.

43 INDEX NUMBER SECTION

The Index Section is to be as far to the right as possible in the Section preceding it or in the first line after the said last line.

44 SERIAL NUMBER

The Serial Number in the Second Section of a Series Index Entry is to be commenced at the First Vertical, while the word

which follows the Serial Number is to be commenced at the Second Vertical or as far further to its right as may be necessary if the Serial Number is so long as to go beyond the Second Vertical.

45 ACCESSION NUMBER SECTION

The Accession Number Section is to begin at the First Vertical of the bottom-most line.

451 TWO OR MORE ACCESSION NUMBERS

If two or more Accession Numbers are to be written in the same Main Entry, they are to be in a sequence parallel to that of the Book Numbers to which they correspond.

5 Typography

51 ENTRY ELEMENT

The words, other than auxiliary ones, in an Entry Element in a Block in a Heading are to be in Block Letters.

52 DIRECTING ELEMENT

A Directing Element is to be underlined. In print, it is to be in italics.

53 DESCRIPTIVE ELEMENT

A Descriptive Element is to be underlined. In print, it is to be in italics. The first letter of each word in it other than an auxiliary word is to be in capital.

•

54 OTHER WORDS

All the words in an Entry, other than those covered by Sections ED51, ED52, and ED53 are to be written in ordinary hand as in prose.

The word "and" connecting two Descriptive Elements also should be in ordinary hand according to this Section.

55 NUMERALS

All numbers, other than those forming part of the name of a monarch or a pope or any other person or of a corporate body and usually written in Roman Numerals, and other than Call Numbers and Class Numbers are to be in Indo-Arabic Numerals.

6 Sequence of Words

The words in a section are to be in their normal sequence, except where a different sequence is specifically laid down by a Rule.

7 Use of Capitals

The use of capitals is to be regulated by the rules of grammar of the favoured language of the library, subject to Sec 51 and 53 of this Chap.

8 Punctuation Marks

Punctuation marks are to be given as in ordinary prose, subject to Rules 81 to 84 of this Chap.

It cannot be said that the rules of grammar regarding the use of capitals and punctuation marks are very rigid or definite. They are, I believe, made purposely elastic so that some freedom may be given to individual tastes. But the result of giving freedom to the varying tastes of the individual cataloguers of a library will make the Library Catalogue unseemly. Hence, it is recommended that the freedom, given by the rules of grammar, should not be extended by a library to its individual cataloguers but that each library should draw up its own rules and enforce them rigidly. On the other hand, it is felt that it is not desirable that the freedom of the libraries also should be cut out and a uniform set of rigid rules enforced on all libraries. But to make cooperative cataloguing among countries possible, the International Catalogue Code itself should fix the rules of punctuation marks for all the national centres of cataloguing.

81 A Comma is to separate two consecutive Blocks in a Heading.

82 A Comma is to separate a Descriptive Element in a Block in a Heading, from what it describes.

83 Circular brackets are to enclose each Individualising and Secondary Element.

84 The conjunction between Blocks in a Heading may be replaced by a comma. If this is done, semicolon should precede a Descriptive Element instead of a comma.

This rule will be of use in a language calling for an inflection of the words connected and instead of the use of an auxiliary word equivalent to 'and'—for example, Tamil. By this means, the words can be in the nominative case form.

91 Varieties of Nation

910 INCLUSIVE NOTATION

A set of consecutive numbers represented by the symbol consisting of

- 1 The first number of the set;
- 2 A dash; and
- 3 The last number of the set.

Example : 3—18.

911 YEARS

Notwithstanding Rule 910 of this Chap, if the numbers denote years, the second member of the inclusive notation is to consist of:

- 1 The last digit alone when the earlier digits are common to both the members;
- 2 The last two digits alone when the earlier digits are common to both the members; and
- 3 So on.

Example : 1962-3, 1952-963, 1852-963, 1963-2112.

912 OPEN NOTATION

An indefinite continuation of consecutive numbers beginning from a specific number and represented by the symbol consisting of

- 1 The specific number forming the beginning; and
- 2 A dash.

Example : 3—

913 NON-CONSECUTIVE

The members of a sequence of non-consecutive numbers and non-consecutive sets of consecutive numbers in inclusive notation, are to be separated by commas.

Example : 3—18, 41—57, 85—

CHAPTER EE

SIZE OF BOOK

1 Each library is to maintain a specification for deciding whether a volume is to be regarded as

1 Undersized; or,

2 Oversized; or,

3 Abnormal for the reason of having too many plates or maps or for any other peculiarity in its build or for any other reason such as rarity.

It is found from experience that it is convenient to have the pamphlets, the giant folios and the other abnormal volumes, arranged in separate collections of their own. On the other hand, it is not desirable to have the entries corresponding to them taken out of their natural place in the catalogue. Hence, there must be some simple method of showing, in their entries, the collections in which they will be found in the stack-room.

One does not wish to be dogmatic in fixing the size for a 'pamphlet,' 'giant folio' and so on. That is why this rule leaves the specification in the hands of individual libraries. It is expected that each library should, in the light of experience, write out a specification as a supplement to this rule.

An illustrative specification is given here.

A volume is deemed to be undersize if its

11 Breadth is less than 300 mm; and

121 Thickness is not greater than 5 mm;

or

122 Thickness is not greater than 30 mm and its height is less than 150 mm.

or

123 Thickness is not greater than 50 mm and its height is less than 120 mm.

or

124 Thickness is not greater than 150 mm and its height is less than 50 mm.

2 A volume is deemed to be oversized if its breadth is not less than 300 mm.

3 A volume is deemed to be abnormal if

31 It contains not less than 50 plates or maps or both plates and maps taken together;

or

32 The paper is very poor, such as unpressed paper or paper loaded with clay;

or

33 The Reference Section recommends its inclusion in the abnormal sequence because of the peculiar nature of the contents or the scarcity value of the volume.

2 The Book Number of an undersized volume is to be underlined.

3 The Book Number of an oversized volume is to be overlined.

4 The Book Number of an abnormal volume is to be both underlined and overlined.

5 In all the entries of a volume put in any other collection, an appropriate collection symbol is to be put consistently above the Class Number or below the Book Number.

In a public library, the sequence symbol may indicate the branch in which the volume is housed; in a university or college library, the department in which it is housed [RL4], and in a school library, the standard to which it is assigned [RS1].

The symbol indicating collection should be inserted in all the Entries of the volume concerned.

It must be remembered that the primary collection has no symbol.

CHAPTER EF

CONTINUED CARDS

1 If an Entry is too long for one card, it is to be continued in another card; the connecting phrase '*continued in the next card*' is to be at the right end of the bottom-most line of the earlier card and the connecting word '*continued*' is to be at the right end of the top of the latter card. Further the Leading Section is to be repeated in all continued cards. The sequence of such cards may be referred to as a set of 'Continued Cards.'

2 A sequence of Main Entries of periodical publications, having the same class number in their respective Leading Sections, written in different cards because of break in the set, or change of name or any other of the causes covered by Rule PA2 is also to be treated as a set of 'Continued Cards.'

3 If a set of 'Continued Cards' consists of three or more cards, the first card is to have the connecting phrase at the bottom only; the last card is to have the connecting word at the top only and the intermediate cards are to have the connecting words at the top as well as at the bottom.

4 The 'Continued Cards' are to be numbered serially, the serial number being written after the connecting word '*continued*' near the top of the card.

CHAPTER EG

ARRANGEMENT OF ENTRIES IN CLASSIFIED PART

1 By Class Numbers .

1 The entries in the Classified Part are to be arranged by the Class Numbers in their respective Leading Sections.

The ordinal arrangement of Class Numbers would depend on the Scheme of Classification used. If the Colon Classification is used, the ordinal arrangement is governed by Rules 024, 025 and 0251 of the *Colon classification*.

11 MAIN AND CROSS REFERENCE ENTRIES

2 The entries having the same Class Number in their respective Leading Sections are to be arranged among themselves in accordance with the succeeding Rules.

Such entries will be either Main Entries of works dealing chiefly with the specific subject represented by the Class Number in question or Cross Reference Entries of works dealing with it in a subsidiary way.

2 Main Entries

21 Among the entries with the same Class Number in their respective Leading Sections, those with one or more Book Numbers are to have precedence over those without them.

The result of this Rule is to separate the Main Entries and Cross Reference Entries, relating to a given specific subject and to give precedence to the former group.

22 Entries with Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers.

The ordinal arrangement of Book Numbers would depend on the System of Book Numbers used. If the Colon Classification is used, the ordinal arrangement is governed by Rules 03015 and 03016 of the *Colon classification*.

23 The position of a consolidated Main Entry is to be determined by the last Book Number in it.

24 Entries with the same Class Numbers as well as Book Numbers in their respective Leading Sections will be a sequence of "continued" entries and they are to be arranged among themselves in their numerical sequence.

• 3 Cross Reference Entries

31 Entries with the same Class Number and without Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers, if any, in their respective Third Sections.

The result of this rule is that the Cross Reference Entries for a given specific subject will get grouped by the languages of the works cross-referred and those in each language group will get arranged chronologically by the year of publication of the book to which reference is made.

32 Such of the entries coming under rule 31 of this Chap as have the same Book Numbers in their respective Third Sections, are to be arranged among themselves by the Class Numbers occurring in their respective Third Sections.

This is simply one convenient way of making the arrangement definite.

4 Periodical Publications

Entries with no Book Numbers in their Leading Sections and no Class Numbers in their respective Third Sections, but with the same Class Number in their respective Leading Sections will be a sequence of "continued" entries of a Periodical Publication; and they are to be arranged among themselves in their numerical sequence.

The result of this rule is that the entries for a given periodical publication will get arranged in their natural sequence.

CHAPTER EH

ARRANGEMENT OF ENTRIES IN ALPHABETICAL PART

1 By Alphabet •

1 The entries in the Alphabetical Part are to be arranged strictly by the alphabet, as in a dictionary and in conformity with the succeeding rules of this chapter.

The possibility and advantages of ruthless all-through alphabetisation are examined in the paper on *Alphabetical arrangement* [RA1].

2 Initial Articles

2 In the alphabetical arrangement no attention is to be paid to initial articles.

3 Umlaut

31 German words spelt with the vowels a, o, and u are to be arranged as if they were spelt, a, o, and u respectively.

The help of Cross Reference Index Entry is to be sought to link up umlauted vowel with its representation with an 'e', by the application of Sec LA3.

4 Scottish Names

Scottish names with the prefix Mac and its abbreviated forms such as Mc and M' are to be arranged according to their apparent alphabetical make-up.

The help of Cross Reference Index Entry is to be sought to link up the prefixes Mac, Mc, and M' by the application of the Sec LA3.

5 'Saint' and its Variants

Names beginning with St and Ste are to be treated on the analogy of Rule 4 of this Chap.

6 Superior Comma

The superior comma in a Scottish or Irish name or in a possessive case is to be ignored.

7 Gestalt Alphabetisation

70 The following ascending scale of ordinal values is to be borne in mind in arranging the entries in the Alphabetical Part:

- 1 Section space;
- 2 Full stop;
- 3 Comma;
- 4 Numerals in their natural sequence;
- 5 Bracket;
- 6 Words in Roman;
- 7 Words in italics, or underlined words;
- 8 The word "and", or its substitute semicolon; and
- 91 Etc.

71 CERTAIN TERMS

The priority of Section Space over Full Stop may be called the Rule of "Section before Full Stop." Similarly we can speak of the "Rule of Full Stop before Comma"; the Rule of "Comma before Bracket," the Rule of "Bracket before Words in Roman," and Rule of "Words in Roman before Words in Italics or underlined."

72 ABANDONMENT OF THE RULE OF "NOTHING BEFORE SOMETHING"

The above prescription omits the Rule of "Nothing before Something," followed in other methods of arrangement. It has to be omitted on account of the uncertainty and the inconsistency with which authors and other persons write a word in their names either as a single word or as two or more words with empty space between them, or with hyphens between them. This phenomenon is described fully in Sec HC5 and its Subdivisions. For example, one and the same name may occur in the same list in any of the following three forms:

- 1 Sivasankaranarayana.
- 2 Siva-Sankara-Narayana.
- 3 Siva Sankara Narayana.

The "Nothing before Something" rule will scatter these three entries. At the same time, a person who looks up the Alphabetical list cannot be sure in which of these three forms his reference is likely to be found. It is for these

reasons that the Rule of "Nothing before Something" has been abandoned in this edition.

73 TRADITIONAL METHOD OF ALPHABETISATION

It has been usual to direct that homonymous words and phrases should be arranged among themselves according to their meaning, say, in the sequence:

- 1 Names of places;
- 2 Names of subjects;
- 3 Names of books;
- 4 Names of things; and
- 5 Names of persons.

But such a direction implies deliberation of a delicate nature during alphabetisation, which ought to be a purely mechanical affair [RT8]. In this Code, absolute mechanisation of arrangement is sought to be secured by specifying the Rules of Writing and the Rules of Alphabetisation in a fully integrated manner. This is indeed an attempt to apply the Gestalt Theory of Alphabetisation enunciated in the *Theory of library catalogue*.

74 OSCILLATION BETWEEN EXTREMES

In the first three editions of this Code, the Gestalt Principle was implemented to a severe degree. Between 1951, the year of edition 3 and now, some re-thinking has been done. As a kind of extreme swing away from the severe Gestalt Alphabetisation, the All-through Alphabetisation was practised. The Documentation Section of the Indian Standards Institution established a Standard on the basis of the latter. In this standard, arrangement is to be guided only by what is visible. For example "Mac" and "Mc" are not to be equated at all. It also refused to give different ordinal values to the different styles of writing. In the Indian Standards Convention held at Madras in December 1957, these two extreme positions were reviewed. It was decided that what could be truly helpful to the users of an alphabetical list, should be found somewhere midway between these two extremes.

75 MIDWAY POSITION

The present edition of this Code has made an attempt to find this midway position. The Rules on the Style of Writing given in Chap ED, and the Rules on Alphabetical Arrangement given in this Chap are so co-ordinated as to implement that midway position.

76 EXAMPLE

The combined effect of these two co-ordinated sets of Rules is illustrated by the sequence in which the following entries get arranged. The Headings alone are given in most cases. The word "Cambrije" has been improvised just for purpose of illustration.

1 CAMBRIDGE.

Three hundred years' progress.

- 2 CAMBRIDGE.
 See also
 CAMBRIDGE.
- 3 CAMBRIDGE, BIBLIOGRAPHY.
- 4 CAMBRIDGE, EDUCATION COMMITTEE.
- 5 CAMBRIDGE, GEOGRAPHY.
- 6 CAMBRIDGE, LIBRARY COMMITTEE.
- 7 CAMBRIDGE, TAXATION COMMITTEE.
- 8 CAMBRIDGE, *Pseud.*
- 9 CAMBRIDGE (City).
- 10 CAMBRIDGE (City), LIBRARY COMMITTEE.
- 11 CAMBRIDGE (Duke of) 1.
- 12 CAMBRIDGE (Duke of) 2.
- 13 CAMBRIDGE (John).
 Aesthetics.
- 14 CAMBRIDGE (John).
 Metaphysics.
- 15 CAMBRIDGE (John), DRAMA.
- 16 CAMBRIDGE (John), PHILOSOPHY.
- 17 CAMBRIDGE (John), *Ed.*
- 18 CAMBRIDGE (John), *Tr.*
- 19 CAMBRIDGE (John) and Ross (E B).
- 20 CAMBRIDGE (John) and Ross (E B), *Ed.*
- 21 CAMBRIDGE (John) and SMITH (John).
- 22 CAMBRIDGE (Massachusetts).
- 23 CAMBRIDGE ARCHAEOLOGICAL SOCIETY.
- 24 CAMBRIDGE GOWN.
- 25 CAMBRIDGE PHILOSOPHICAL SOCIETY.
- 26 CAMBRIDGESHIRE.
- 27 CAMBRIDGE TROPHY.
- 28 CAMBRIDGE.
- 29 NEW SHAKESPEARE SOCIETY.
- 30 NEW SOUTH WALES.
- 31 NEWALL (J T).
- 32 NEWARK.
- 33 NEW YORK.
- 34 NEW ZEALAND.
- 35 SHIVASANKARANARAYANA AYYAR (Ramanathan).
- 36 SHIVA-SANKARA-NARAYANA AYYAR (Subramaniam).
- 37 SHIVA SANKARA NARAYANA AYYAR (Tiruvellore).
- 38 SHIVASANKARANARAYANA PILLAI.

In alphabetical works of reference such as *Who's who* and *Telephone directory*, punctuation marks and italics are not likely to occur. Therefore, the compromise between strict All-through and Gestalt arrangements is not likely to cause any serious difficulty to the users of such reference works.

8 Guide Card

In the Alphabetical Part, one guide card for about every three inches may prove sufficient. The Classified Part must be guided more profusely. The fact that the guide cards should be separated sufficiently so as to stand out distinctly is the only limiting factor. Subject to this, every possible Class should be guided. Even this limiting factor may be evaded to some extent by putting an inclusive class on the tab and featuring its subclasses in two or three columns on the body of the card to which the tab is affixed.

PART F

TERMINOLOGY

CHAPTER FA

WORK

1 Knowledge-Unit.—An assumed term.

It may extend in print to several volumes at one extreme or to only a single sentence or even a single word at the other extreme. For example, the Knowledge-Units, contained in and denoted by the following, stand arranged in the decreasing sequence of size:

- 1 Encyclopaedia of general knowledge;
- 2 Encyclopaedia of library science;
- 3 This book itself—*Classified catalogue code with additional rules for dictionary catalogue code*;
- 4 Part F of this book—Terminology (of cataloguing);
- 5 Chap FA of this book—Terms connected with “Work”; and
- 6 The definition given in the Sec in the first line of this Chap.

2 Thought.—Knowledge-unit.

This term is introduced for brevity. We often speak of the Thought-Content of a book or of the work that it embodies.

21 **Macro Thought and Micro Thought.**—These are relative terms, with meanings loosely fixed by convention. Examples 1, 2, and 3 given under Sec FA1 may be taken to denote Macro Thought. And examples 4, 5, and 6 may be taken to denote Micro Thought. Ordinarily, a book greater in size than a pamphlet may be said to embody Macro Thought. So also, a pamphlet, an article in a periodical, a section of a book, a picture, or a map, may be said to embody Micro Thought.

3 **Expressed Thought.**—Thought expressed in language, or symbols, or in any other mode, and thereby made communicable.

The above definition itself is Expressed Thought. It is expressed in the English language. A picture is also Expressed Thought. A mathematical or a chemical formula is again Expressed Thought. A gesture is equally an Expressed Thought.

4 Work.—Expressed thought.

This term is introduced for brevity and elegance.

41 Abridgement.—Reduced form of a work got by condensation and/or omission of details, but retaining the whole general sense and the unity of the original work.

For example, Chap 1 of my *Library manual* gives an Abridgement of my work entitled *Five laws of library science*.

42 Adaptation.—A version of a work, re-written for a particular purpose, but not so changed as to be deemed an independent work on the basis of the quality of its thought and expression. The Adaptation may be either in the language of the original work or in any other language.

For example, the chapter on Cataloguing in my *Library manual* is an Adaptation of the work contained in this book, for use in small libraries. So also, the chapter on Classification in my *Library manual* is an Adaptation of the work contained in my *Colon classification* and of the work contained in the *Decimal classification*. The *Ramayana* of Kamban may appear to be an Adaptation of the *Ramayana* of Valmiki. But it is an independent work on account of its own individualistic quality of thought and expression. So also, the Bengali and the English versions of the *Gitanjali* of Tagore should be taken as independent works and not as Adaptations of each other.

5 Sacred Work.—Basic work of a religion, generally accepted as such among its followers.

Vedas, Upanishads, Tantras, Tripitakas, Talmud, Bible, New Testament, and Koran are examples. A Sacred Work is often treated as if it were a class or subject. To distinguish such a class or subject from a normal class or subject, it is called a quasi-class or quasi-subject. Each part of a Sacred Work is also treated as a quasi-class which is a subclass of it. Chains of such subclasses of it are usually enumerated in an articulated sequence.

6 Work of Literature.—Work in the form of a poem, drama, fiction, prose, *champu*, or any other literary form, of which the outstanding qualities are taken to be beauty of form, emotional or intuitional appeal, and endless layers of suggestions in regard

to meaning, and/or which is of intuitive or trans-intellectual origin.

For example, *Ramayana*, *Iliad*, *Sakuntala*, *Canterbury tales*, *Hamlet*, *Hound of heaven*, *Post office*, and *Apple cart* are Works of Literature. A work of Literature is treated as if it were a class or a subject. That is, it is regarded as a quasi-class or quasi-subject.

7 Classic.—Work usually having embodiments in several versions, adaptations, and translations, attracting other works on itself, and getting copied out and/or brought out in print even long after its origin.

For example, Aristotle's *Poetics*, Newton's *Principia* and Marx's *Capital* are Classics. A Classic too is often treated as if it were a class or a subject. That is, it is regarded as a quasi-class or quasi-subject.

8 Quasi-Class.—Work which is treated as a class in a classification scheme, or whose title is used as a subject-heading in cataloguing practice.

As we have seen in Sec FA5, FA6 and FA7, a Quasi-Class is usually a Sacred Work, or a Work of Literature, or a Classic. Such works are usually governed by special rules in a Cataloguing Code.

91 Pedestrian Work.—Work not eligible to be made into a Quasi-Class or a Quasi-Subject.

Most of the works published today are Pedestrian Works. They are not Sacred Works of religion. Nor are they Classics. All works passing for poems, dramas, or any other form of work of literature may not, in reality, deserve to be treated as Quasi-Classes or Quasi-Subjects. Some may be only Pedestrian Works. And yet, it is the practice in cataloguing to treat them as if they are Quasi-Classes or Quasi-Subjects. This is because the line of demarcation between a true Work of Literature and a Pedestrian Work in verse, drama or any other literary form is not sharp enough. To distinguish them and treat them as Pedestrian Works would amount to a violation of the Canon of Reticence on the part of the classifiers or the cataloguers as the case may be. However, a poem whose value is the exposition of Positive Knowledge, need not be taken as poetry. So also with other forms of exposition.

CHAPTER FB

TITLE

1 Title.—Name of work.

For example, *Classified catalogue code with additional rules for dictionary catalogue code* is the Title of the work contained in this book.

2 Subtitle.—A secondary or subordinate title usually explanatory, and forming part of the title.

For example, in the full title of my book *Heading and canons: Comparative study of five catalogue codes*, the part *Comparative study of five catalogue codes* is Subtitle.

3 Alternative Title.—A subtitle introduced by “or” or its equivalent, and forming part of the title.

For example, in the full title of my work, contained in the book *Social bibliography or physical bibliography for librarians, authors, and publishers*, the part *Physical bibliography for librarians, authors, and publishers* is Alternative Title.

4 Short Title or Abbreviated Title.—The name of a work, more brief than its full title, without prejudice to intelligibility and help in identifying the work.

For example, *Library development plan* is the Abbreviated Title of my work contained in the book with the title *Library development plan, with draft library bills for the Union Government and the Constituent States*.

Generally speaking, initial words other than an article,—such as, Elements, Handbook, Introduction, Primer and Treatise—may have to be preserved.

5 Half-Title.—Title, usually short, given on the page of a printed book, usually found before the page containing the full title of the work contained in the book.

For example, “Classified Catalogue Code” is printed as the Half-Title of the work contained in this book. It is so printed in the half-title-page which is on the recto of the leaf preceding the title-leaf.

6 Running Title.—Short title usually found printed in the top line of each verso page or all the pages of a book.

For example, "Classified Catalogue Code" is printed as Running Title in the top of each verso page of this book.

7 Binder's Title.—Short title usually found tooled on the spine of a book.

For example, "Classified Catalogue Code" is tooled on the spine of this book as the Binder's Title.

8 Tell-Tale Title.—Title that discloses the subject of the work.

For example, the title of this book is a Tell-Tale Title.

91 Uniformised Title.—Title uniformised by popular or cataloguing usage in lieu of listless, and often unintended, variants of the title of one and the same work in different editions or the titles of different volumes of one and the same work.

For example, the work which had for its original title *Code civil des Français* was later given the title *Code Napoleon*. It is helpful to use one uniform title for it in the place of its variants. Generally, a Sacred Book of a religion is given slightly varying titles from time to time, without any significance. There is therefore a need for adopting a Uniformised Title for it. *Bible*, *Vedas*, and *Talmud* are examples of such Uniformised Titles. The same thing happens also in the case of Classics and Works of Literature. Many Governmental and other Annual Reports change their titles listlessly. For example, it may be *Administration report on agriculture* in one year, *Annual report on agriculture* in another year, and *Review of agriculture* in a still another year. This is also a case where a Uniformised Title is called for. Uniformisation of the title may also be necessary in respect of a Periodical Conference. This is a case in which the Canon of Ascertainability is not followed rigidly.

92 Fanciful Title.—Title that does not disclose the subject of the work.

93 Proper Name Title.—Either a Fanciful Title or a Title beginning with a Proper Noun and for this or other reason having the status of a Proper Name.

For example, the title *Library cheque-book of five leaves*, which is the name of a work of mine given as an address to the German Library Conference in Berlin in 1956 and published as an article in the *Granthalaya*, the organ of the Hyderabad Library Association, in the same year, is a Fanciful Title or a Proper Name Title. For, its thought-content is my Five Laws of Library Science. This subject of the work is not disclosed by its title. In fact, most of the people in the conference felt intrigued by the title announced for my address, until they listened to the address. A title like *Oxford book of English prose*, which contains a proper noun, may also be taken to be a Proper Name Title.

94 Title Proper of a Periodical Publication.—Includes the name of the sponsor if it occurs at the beginning and excludes it if it occurs at the end.

Examples:

- 1 Aslib proceedings.
- 2 Library Association record.
- 3 Unesco bulletin for libraries.
- 4 Annals only in the case of the Annals of the Indian Library Association.
- 5 Journal only in the case of the Journal of the Indian Mathematical Society.
- 6 *Transactions* only in the case of the Transactions of the Royal Society.

CHAPTER FC

AUTHOR

1 Person.—An assumed term.

2 Corporate Body.—

Sense 1 A number of persons taken collectively—usually as united, or organised, or coming together informally, in a common cause or for common action such as governmental business, or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement.

Sense 2 A number of corporate bodies, in sense 1, taken collectively—usually as united, or organised, or coming together informally, in a common cause or for common action such as governmental business, or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement.

For example, Government of India, Madras Chamber of Commerce, Union of Textile Mill Owners of Coimbatore, Ramakrishna Mission, Indian National Congress, Indian National Trade Union Congress, Constituent Assembly of India, Villagers' Gathering at Ubhiavedantapuram, District Board of Tanjavur, Corporation of Madras, Panchayat Board of Sirkali, Madras Library Association, Indian Mathematical Society, and Old Boys' Association of the Hindu High School (Sirkali) are corporate Bodies in sense 1.

United Nations, Afro-Asian Conference, International Federation of Library Associations, Federation of Indian Chambers of Commerce, Inter-University Board of India, and Commonwealth Universities' Conference are Corporate Bodies in sense 2.

21 Organ of a Corporate Body.—Non-autonomous part of a corporate body formed by

1 The constitution of the parent body; or

2 A legislative, executive, or administrative measure, for administrative or deliberative work for an indefinite period, within the field of function of the parent body; or

3 A legislative, or executive, or administrative measure for

a specific piece of work for a specified duration, within the field of function of the parent body.

211 Constitutional Organ.—Organ of the category 1 mentioned in Sec FC 21.

212 Administrative Organ.—Organ of the category 2 mentioned in Sec FC 21.

213 Permanent Organ.—Organ of the categories 1 or 2 mentioned in Sec FC 21.

214 Temporary Organ.—Organ of the category 3 mentioned in Sec FC 21.

215 Organ of the First Remove.—Organ intrinsic to the constitution of the parent body.

216 Organ of the Second Remove.—Organ of any organ of the first remove.

217 Organ of the Third Remove.—Organ of any organ of the second remove.

218 Organ is itself a corporate body.

For example, 1 The President of India, the Parliament of India, the Supreme Court of India, the Governor of Madras, the Madras Legislative Assembly, the High Court of Madras, the Madras Council of Ministers, the Senate, the Academic Council, the Syndicate, and the Faculties of the Vikram University, the Council of the Madras Library Association are all Constitutional Organs of their respective parent bodies.

2 The Ministry of Education of the Government of India, the Library Committee of the Vikram University, the Publication Committee of the Madras Library Association, the Reception Committee of the Indian Mathematical Conference of 1957, and the Professors' Council of the Vivekananda College are Administrative Organs of their respective parent bodies.

4 The Indian Taxation Enquiry Commission of 1956 was a Temporary Organ of the Government of India.

6 The Privileges Committee of the Lok Sabha is an Organ of the Second Remove of the Government of India.

7 The Subcommittee of the Privileges Committee, and the Advisory Committee for Secondary Education of the Ministry of Education are Organs of the Third Remove of the Government of India.

22 Government.—

Sense 1 Corporate body with full or limited sovereign power over a territory. It has generally functions of execution,

legislation, justice, and administration. Other functions, such as defence, taxation, regulation of commerce, public transport, communication etc, will vary with the degree of limitation in the sovereign power.

Sense 2 Local Authority in charge of the regulation, promotion, and/or provision of specified local public services in an area, under power delegated by the government within the territory of which its own area lies, and with a defined extent of autonomy.

Sense 3 Organ of Government in sense 1 or 2 defined above.

For example, 1 the Government of India, the Government of Madras, and the Government of the United Kingdom are Governments in sense 1.

2 The District Board of Tanjavur, the Corporation Madras, and the Panchayat Board of Sirkali are Governments in sense 2.

3 The President of India, the Parliament of India, the Supreme Court of India, the Council of Ministers of Madras, and the Council of the Corporation of Madras are Governments in sense 3.

23 Institution.—

Sense 1 Independent or autonomous corporate body other than a government. It may be created by a government, or constituted under a statute, or formed voluntarily—either formally or informally. It has or it is intended to have continued existence and functions beyond that of merely convening a conference.

Sense 2 Organ of an Institution in sense 1 defined above.

For example, the Madras Library Association is an Institution in sense 1. And the Council of the Madras Library Association is an Institution in sense 2. Instances of autonomous bodies are discussed in Part G.

24 Conference.—**Sense 1** *Ad hoc* assembly for deliberation or formulation and expression of opinion or sentiments

1 Not convened by

11 A Government and made up solely of its own personnel or as a Constituent Assembly to form a Sovereign State, or

12 An Institution and made up solely of its members or as a Foundation Assembly to form an Institution, or

13 More than one Government jointly and confined solely to their own personnel, or

14 More than one Institution jointly and confined solely to their members;

2 Convened and conducted by

21 A number of persons and/or corporate bodies, spontaneously, to consider matters of common interest, or

22 A body with no function or existence beyond the conference convened and held by it, or

23 A body with only the convening and holding of conferences at intervals, as its primary function.

For example, the Indian Mathematical Conference of 1957 is a Conference in sense 1. The Reception Committee of the Indian Mathematical Conference of 1957 is a Conference in sense 2.

241 Organ Conference.—Any category of Assembly excluded from the definition of a Conference in Sec FC4. It is an Organ of the Corporate body (ies) convening it.

3 Author of a Work.—

Sense 1 Person creating the work, that is, the thought and the expression constituting it.

Sense 2 Corporate body owning responsibility for a work that is, for the thought and the expression constituting it.

31 Personal Author.—Person as author, the responsibility for the thought and the expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body, nor on the capacity of that body.

For example, S R Ranganathan is the Personal Author of ed 4 of the work contained in this book, although he holds the office of President of the Madras Library Association which sponsored that edition. For, the responsibility for the thought and the expression constituting the work rests solely on him in his private capacity, and not at all on the Madras Library Association or on him in his official capacity as its President.

32 Corporate Author.—Corporate body as author, the responsibility for the thought and expression constituting the

work resting solely on it or any organ of it, and not on the private capacity of any person or persons forming part of or holding office in or in any other way connected with that body.

For example, 1 the Library Committee of the University of Rangoon is the Corporate Author of the *Catalogue of periodicals in the University and other libraries of Rangoon*, 1937, though it might have been actually compiled by the librarian of that University.

2 The work contained in the book entitled *Rulings of S Satyamurti, the Mayor of Madras*, 1940, does not have Satyamurti as its personal author. But it is of Corporate Authorship. The Author is the Mayor of Madras. As the Mayor of Madras is elected only for a period of one year, it had been necessary to add the name of Satyamurti also, not as name of the personal author, but as a means of individualising the particular Mayor who gave the Rulings. The Rulings were given not in his private capacity, but only in the capacity of Mayoral Office.

3 The work contained in the book *Despatch including a report as to irrigation projects on the Upper Nile*, 1901, by the Agent and Consul-General of Great Britain in Cairo is of Corporate Authorship and not of personal authorship. For the *Despatch* was written by the gentleman working as the Agent of the Government of Great Britain in Cairo not in his private capacity but in his corporate capacity as an organ of the Government of Great Britain.

4 **Compiler.**—Author, personal or corporate, making up a work by collecting information from various sources and arranging them in a particular way.

For example, the so called compiler of the *Concordance to the Bible*, or of the *Concordance to Keats*, or of a Directory, or of a Who's Who, or of any other kind of serial is in reality its Author.

5 **Joint Authors.**—Two or more authors, personal or corporate, sharing responsibility for the thought and expression constituting the work, the portion for which each is separately responsible not being either specified or separable.

For example, the responsibility for the thought and expression constituting the work contained in the book *Library manual*, 1951, by S R Ranganathan and K M Sivaraman is shared by the two authors. The portion for which each is separately responsible is neither specified in the work nor is it separable. Therefore this work is of Joint Authorship.

6 **Pseudonymous Author.**—An author assuming a false or fictitious name or any other specification different from the real

name. A pseudonym may also be given by others to an author or it may even get started in a casual way, either in his own time or in later times.

The motive for the suppression of the real name may be various—diffidence; sense of shame; fear of consequences; freakishness; joking, mystifying, or hoaxing instinct; and so on. I myself used the pseudonym 'Arithmeticus' in an article to the *Educational review* of Madras in 1922, and the pseudonym 'Libra', made up of the first five letters of the word 'Librarian', in articles contributed in 1931 to the *Hindu*, a daily of Madras, as it was found expedient not to disclose my identity. While the psychology of such motives may be of interest for its own sake, it is not directly relevant to cataloguing. But the various degrees, to which the element of fiction and concealment is introduced in the pseudonym assumed or given, are not without interest.

1 At one extreme, there is the adoption or the gift of what appears like a regular name, though different from the real name. George Eliot is an example. The author's real name might have been forgotten and he may be remembered by some other name.

2 Secondly, the words constituting the real name may be permuted. For example, Arthur Travers Crawford used the pseudonym T C Arthur.

3 Thirdly, the letters in the essential word in the real name or in all or some of its words may be permuted. For example, Anne Lake wrote under the pseudonym Ekalenna. While such anagrams occur at all times, there appear to be some periods in the history of each community when the anagrammatic mood is in an epidemic phase.

4 Fourthly, the anagram may involve the omission of some of the letters.

5 Fifthly, the real name may be disfigured by the interpolation of letters or words among the legitimate letters and words.

6 Sixthly, the real name may be replaced by the initial letter of its words, or their end-letters, or by any combination of these, with or without intervening punctuation marks. When the initial letters are strung together, they are said to form Initonym. For example, Edward Hamilton Aitken adopted the initonym Eha. Pronounceable initonyms are nowadays frequently used to denote corporate bodies. Here are a few examples:

Uno=United Nations Organisation.

Unesco=United Nations Educational Scientific and Cultural Organisation.

Ifla=International Federation of Library Associations.

Afla=Asian Federation of Library Associations.

Indoc=Indian National Scientific Documentation Centre.

Scapa=Society for Checking the Abuses of Public Advertising.

Socony=Standard Oil Company of New York.

7 Seventhly, a single pseudonym may be used to represent two or more joint authors; and conversely, a double pseudonym may be used to represent

a single author, producing the illusion of joint authorship. For example, the two joint authors I Zangwill and L Cowen used the pseudonym 'J Freeman Be.'.

8 Eighthly, the same pseudonym may be used by different authors; and conversely, the same author may assume different pseudonyms for different works of his. Voltaire is reported to have used 137 pseudonyms, and Franklin 57 pseudonyms.

9 Ninthly, the real name may be replaced by the name of place of birth, place of residence, nationality, or profession; academic or titular distinctions; real or assumed relationship; horoscopic peculiarities; personal peculiarities; political leanings; authorship of previous publications; pictures or diagrams; and in every other conceivable way.

61 UNMASKING OF PSEUDONYMS

The unmasking of fictitious names and anonymity is a recognised field for bibliographical and cultural scholarship.

Germany appears to have been one of the first countries to devote attention to this problem. Two results are:

- 1 Placcii (Vincentii). *Theatrum anonymorum et pseudonymorum*. 1708.
- 2 Mylius (Johenn Christoph). *Bibliotheca anonymorum et pseudonymorum detectorum*. 2 V. 1740.

France soon followed with

- 1 Barbier (Antoine Alexandre). *Dictionnaire des ouvrages anonymes et pseudonymes*. 4 V. 1806
- 2 Querard (Joseph Marie) *Les supercheries litteraires dévoilees*. 7 V.

Italy was later provided with

- 1 Melzi (Gaetano). *Dizionario di opere anonime e pseudonime di scrittori italiani*. 3 V. 1848

The Scandinavian countries own jointly

- 1 Collin (E). *Anonymer og pseudonymer*. 1869.

The Netherlands has been supplied by

- 1 Doorninck (Jan Izaak van). *Vermonde en naamlooze schrijvers opgespoord op het gebied*. 2 V. 1883

The Anglo-Saxon countries are armed with the following publications:

- 1 Halkett (Samuel) and Laing (John). *Dictionary of anonymous and pseudonymous English literature*. 7 V. 1926-32.
- 2 Stonehill (Charles A) etc. *Anonyma and pseudonyma*. 4 V. 1926.
- 3 Taylor (Archer) and Mosher (Frederic J). *Bibliographical history of anonyma and pseudonyma*. 1951.

The Indian languages are yet to be provided with such bibliographical tools.

7 Anonymous Work.—Work of unknown authorship either personal or corporate.

Many of the sacred books are anonymous. Some of the classics of old are also anonymous. A few pedestrian books also occasionally come out anonymously. In the German library practice, a work of corporate authorship also is treated as an anonymous work.

CHAPTER FD

COLLABORATOR AND SPONSOR

1 Collaborator.—Person or corporate body associated with a work and/or its author or authors in a secondary capacity not amounting to authorship—for example, director, guide, assistant, commentator, illustrator, engraver, translator, reviser, editor, reporter, writer of introduction or foreword, epitomiser, adapter, libratist, writer of the words in a musical composition, writer of the words in a pictorial book.

For example, in the work contained in the book *Manual of chemical technology* (1904) by Rudolf Von Wagner, it is stated that the work was revised by Ferdinand Fischer, that it was translated from the German edition 13 by William Crookes, and that it was also edited by the same Crookes. We therefore say that Fischer and Crookes are collaborators associated with the work contained in the book in secondary capacities not amounting to authorship.

2 Sponsor.—Person or corporate body with whose good will, authority, or finance or under whose auspices a work is published, though the responsibility for the thought and the expression constituting the work does not at all rest with the said person or corporate body, but rests solely on the author of the work as a whole or on the respective authors of the different contributions in the work.

A sponsor is not author. But a periodical publication is often traced by a reader through the name of its sponsor. This tradition is more than a century old. Cataloguing practice has to strive hard to get away from the tradition of treating the sponsor as if he were the author.

CHAPTER FE

DOCUMENT

1 Embodied Thought.—Record of work on paper or other material, fit for physical handling, transport across space, and preservation through time.

This book itself is Embodied Thought. It is recorded on paper by the process of printing. The record is bound in stiff board in order to make it fit for physical handling. Because it is so embodied, it is possible to send it to any part of the world. If it be not embodied as a record, it will soon be forgotten; and the work embodied in it cannot be preserved through time accurately, or preserved at all. The work known as the *Vedas* was not recorded in a document, for a long, long time. It could therefore be communicated to others in those far off days only by word of mouth. It could not therefore be known all through the world in those days, as it is today after being embodied in a document. Again it has to be handed down from generation to generation only through word of mouth. This had necessarily led to hundreds of versions of the same work. So it was with the ancient epic poems the *Ramayana* and the *Iliad*.

Such ancient works were first recorded on materials such as leaves, silk cloth, and stones. Later they came to be recorded on other materials and finally on paper. But even then, enough copies could not be produced economically for being sent out to many distant places. The invention of printing from movable metallic types and the continuous improvement of it have led to the overcoming of all such difficulties.

2 Document.—Embodied thought.

This term is introduced for brevity. It was brought into use a few decades ago to emphasise embodied micro thought. It is now extended in use to include any embodied thought, micro or macro.

3 Macro Document.—Usually a work expressing macro thought is embodied into a document all by itself. Such a document may be called Macro Document.

4 Micro Document.—Usually a work expressing micro thought is not embodied into a document all by itself. Several micro documents are embodied in one and the same document.

Then we say that the several Micro Documents are clubbed together in a single macro document.

5 **Host Document.**—A macro document is called the Host Document for each of the micro documents embodied in it.

For example, a periodical is a macro document. Each article in it is a micro document. The periodical is the Host Document for each of the articles contained in it. So also, a book is the Host Document for each of its chapters and sections, which may be looked upon as micro documents.

6 **Locus.**—The Host Document in which a Micro Document occurs and its exact position within it.

For example, the Locus of the micro document *Indian national bibliography* by me is the *Annals of library science*. 4; 1957; 65-72—that is pages 65 to 72 of volume 4, of the said periodical, which was published in 1957.

7 **Volume.**—Several leaves of paper or other material used for recording, either the whole or a part of a work, fastened together so as to be opened at any desired place.

A volume is an independent physical unit.

8 **Thought-Content.**—Expressed thought embodied within a document or a volume of it.

CHAPTER FF

KINDS OF DOCUMENTS

1 Conventional Document of Kind 1.—Document with paper as basic material and with the work recorded on it in the phonetic symbols forming the script of an articulate natural or artificial language, with or without illustrations used as a help in the communication of the thought-content. The recording is done by printing, or by some near-printing process; or the record is a reproduction of the above or of the original manuscript of it by photographic, chemical, or any other so-called mechanical process, to a size more or less the same as that of the original.

For brevity, this may be denoted by the term **Printed Book**, using it in a general sense.

The conventional book, the periodical publication, and a facsimile reproduction of either are common examples. This book is a Conventional Document of Kind 1. The quarterly *Annals of library science* is also so. A facsimile copy of this book made by photographic process will also be a Conventional Document of Kind 1.

11 Periodical Publication.—Conventional Document of Kind 1 with the following attributes:

1 A volume, or a small group of volumes of it, is intended to be published or completed normally once in a year (or at other regular intervals), though irregularity in interval is not ruled out;

2 Each successive volume, or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of simple or complex ordinal number. Such a number is usually called a **Volume Number**.

3 The intention had been to continue the publication of the volumes for ever, though not actually carried out; and

4 The intention had been to continue the same title in all the volumes, though not actually carried out.

The term **Periodical Publication** is also used to denote any single volume of a Periodical Publication as defined above.

111 Periodical.—Periodical publication of which each volume is made up of distinct and independent contributions, not forming a continuous exposition, normally by two or more personal authors and normally the specific subjects and the authors of the contributions in successive volumes also being, in general, different, but all the subjects falling within one and the same region of knowledge, contemplated to be brought within its purview. It is not usually released complete as a volume but only in fascicules or numbers, as they are called. It essentially expounds knowledge and not repeat the same kind of information, usually in the same pattern, in each of its volumes just bringing the information up-to-date from volume to volume.

The term **Periodical** is also used to denote any single volume of a periodical as defined above.

Examples:

- 1 Annals of library science.
- 2 Proceedings, Royal Society of London.
- 3 Zeitschrift, Deutschen Morgenlandischen Gesellschaft.

112 Serial.—Periodical publication of which each volume or each periodical group of volumes embodies more or less the same kind of information, usually in the same pattern, mainly relating to its year (or other period) of coverage. It is usually released complete as a volume. It is not made of diverse contributions each forming a continuous exposition of knowledge.

The term **Serial** is also used to denote any single volume of a serial as defined above.

Examples:

- 1 Annual report of the Director of Agriculture, Madras.
- 2 Madras telephone directory.
- 3 Statesman's year-book.
- 4 Who's who in America.
- 5 Year-book of the Carnegie Institution of Washington.

21 Indexing Periodical.—A periodical giving a bare catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals. It may also include bare entries of books currently published.

Examples:

- 1 Agricultural index.
- 2 Technical index.
- 3 Law index.

22 Abstracting Periodical.—A periodical giving a catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals, each entry being provided with an abstract of the article described by it. It may also include annotated entries of books currently published.

Examples:

- 1 Biological abstracts.
- 2 Library science abstracts.
- 3 Science abstracts: Electrical engineering.

23 Reviewing Periodical.—A periodical giving in narrative form an account of the contributions bearing on a stated subject and appearing in the fascicules and the books published during its period of coverage.

Examples:

- 1 Year's work in librarianship.
- 2 Reports on progress in physics.
- 3 Annual review of biochemistry.

3 Book.—Conventional Document of Kind 1, other than periodical publication—that is, it has been completed or has been intended to be completed in a finite number of volumes. It is generally in one volume. Some are in many volumes.

The above definition really connotes what is commonly understood by the term **Book**. This book, for example, is a "Book" according to the above definition.

31 Multi-Volumed Book.—Book in two or more volumes giving a continuous exposition, and, for this or for any other reason in the distribution of thought among the volumes, compelling the treatment of all the volumes as an inseparable set, *i e* as if they together formed a single volume.

Examples:

- 1 The book *Principles of economics* of Frank William Taus published in two volumes in 1920.

2 The book *Letters of Sir Walter Scott*, edited by H J C Grierson and published from 1932 onwards in several volumes.

3 The book *Dictionary of the inorganic compounds* edited by M K Hoffmann and published in 1921 in four volumes. This book is said to be in three volumes. But the first volume consists of two parts published as independent volumes.

4 **Composite Book.**—Book with two or more contributions, each with its own title, not forming a continuous exposition and often, though not necessarily, by different authors.

41 **Ordinary Composite Book.**—Composite book provided with a single, generic title to denote all the contributions collectively.

Anthology of several authors, christomathy, hymn-book, prayer-book, song-book, symposium, Festschrift and similar compilations come under this category.

Examples:

1 The book *Happy baby*, published in 1926. It has contributions from L Emmett Holt, Ralph Lobenstine, Harvey J Burkhart, and Henry L K Shaw.

2 The book *University of Saint Andrews. Five-hundredth anniversary: Memorial volume of scientific papers*, published in 1911. This contains contributions by several authors.

3 *Science and religion, a symposium*, published in 1931.

42 **Artificial Composite Book.**—Composite book without a generic title to denote all the contributions collectively.

An Artificial Composite Book may be created by the publisher by issuing two or more different books within one and the same cover, but without a common title-page. It may also be created by a library by binding several books together into a single volume.

5 **Contribution.**—Work forming a part of a composite book, or a periodical, or a serial.

51 **Article.**—Contribution in a periodical.

52 **Contributor.**—Author of a contribution.

6 **Simple Book.**—Book which is not composite, that is which embodies work by a single author or by joint authors. It may also be anonymous.

This book is a Simple Book.

7 Incunabula.—A book printed within a few decades of the invention of modern printing—say in the fifteenth century.

8 Restricted field of this Code.—This code confines itself to the cataloguing of conventional books and periodical publications mentioned in Sec FF1 to FF 6 only. This restricts its field to modern books and periodicals without any special features of physical bibliography needing description. In particular, it does not provide Rules for Descriptive Cataloguing or for the Cataloguing of Incunabula. These are of interest only to historical bibliographers and not to ordinary readers. A Supplementary Code is necessary for each of these excluded categories.

91 Conventional Document of Kind 2.—Document similar to Conventional Document of Kind 1 but the recording being in a non-conventional script, such as braille, stenograph, music in notatoin, and cipher.

92 Conventional Document of Kind 3.—Document similar to Conventional Document of Kind 1, except that the graphic medium is not phonetic symbols but essentially drawings, pictures, maps, and similar ones.

93 Conventional Document of Kind 4.—Document similar to Conventional Document of Kind 1, but the recording being done by handwriting. This is usually called **Manuscript**.

931 Non-Conventional Manuscript.—Manuscript using material other than paper.

94 Non-Conventional Document of Kind 1.—Photograph *ie*, chemical, or any other so called mechanical reproduction of any Kind of Conventional Document on an extremely reduced scale needing the use of special reading apparatus.

Micro card, micro film, micro filmstrip and kindred materials are examples. One micro card of size 125×75 mm may contain the reproduction of a hundred pages of a normal book.

95 Reprograph.—Non-conventional document of kind 1 or a photographic, chemical, or any other so-called mechanical reproductions of any kind of conventional document to a size more or less the same as that of the original.

96 Non-Conventional Document of Kind 2.—Document made of sound-record, whether of articulate sound or of music. This is called **Audio Document**.

961 Speaking Book.—Printed book with a companion-attachment of the sound-record of the words in it.

97 Non-Conventional Document of Kind 3.—Document made of cinema reels. This is called **Visual Document**.

98 Non-Conventional Document of Kind 4.—Document made of talkie reels. This is called **Audio-Visual Document**.

991 Non-Conventional Document of Kind 5.—Document made of record of natural or social phenomena made directly by an instrument, without being passed through human mind and without being woven into thought created and expressed by human mind. This may be called **Instrument-Record of Phenomena**.

An account of all these kinds of documents, and particularly of the new kind called Instrument-Record of Phenomena will be found in a paper entitled *Document: Conventional and non-conventional* [RD 2].

Supplementary Catalogue Codes are necessary for cataloguing each of the varieties described in Sec FF7 and Sec FF91 to FF991 respectively. The Rules in this Code form only the basic Rules for such documents.

CHAPTER FG

PRELIMINARY PAGES

1 Title-Page.—Page, of a document or a volume of it, containing its Title-Statement. Usually, it also contains the Author-Statement, the Collaborator-Statement, and the Imprint. It also indicates the Edition in many cases.

Page 3 of this book is its Title-Page.

2 Over-Flow of Title-Page.—Page (s) immediately succeeding or preceding the title-page of a document or a volume of it and containing part of the information usually given on the title-page and/or some of the statements mentioned in Sec FL4, FL7 and FL81, and information about other additional factors such as the Series to which the document may belong.

Pages 1, 2 and 4 form the Over-Flow of the Title-page of this book.

21 In the case of a Composite Book, Over-Flow of Title-Page is deemed to include every page in which the names (s) of the author (s) and collaborators and the title of any of the contributions or constituent works, as the case may be, are found.

3 Title-Leaf.—The leaf of which the recto is the Title-Page.

In this book the verso of the title-leaf contains the Entry Statement for Author, the Edition-Statement, and the Call Number which is virtually the Subject-Statement.

4 Half-Title Page.—The recto of the leaf usually preceding the title-leaf and containing the half-title of the document.

Page 1 of this book is its Half-Title Page.

5 Half-Title Leaf.—The leaf of which the recto is the Half-Title Page.

CHAPTER FH

SERIES

1 **Series.**—A set of books, not constituting a multi-volumed book, and with the following attributes:

1 The books are issued, normally successively by one publisher or by one sponsoring body or person, usually in a uniform style, and having some similarity of subject or standard or purpose;

2 Each book has normally a distinct and independent title and/or other features of its own;

3 Each book has normally a different author;

4 There is a collective name to denote the set, called the **Name of the Series** and given in all or at least in one of the books of the set; and

5 Each book is or can be assigned a distinct number, called the **Serial Number**. It may belong to a system of simple or complex ordinal numbers such as 1, 2, 3, etc; 3.1, 3.2, 3.3, etc; or 1957. 1, 1957.2, 1957.3, etc.

For example, this book belongs to the Ranganathan Series in Library Science. Its serial number is 2. Other examples of Series are:

- 1 Broadway oriental library.
- 2 Cambridge tracts in mathematics and physics.
- 3 Library of philosophy.
- 4 Modern world series.
- 5 University of Delhi, library science series.

There is a list of such publishers' series, current in Great Britain, in the earlier pages of the *English catalogue* of any year.

2 **Pseudo-Series of Kind 1.**—A set of books not constituting a multi-volumed book and with the following attributes:

1 All the books are of common authorship;

2 All the books belong to the same edition in sense 2;

3 The title of each book has a distinctive part in addition to the name of the edition in sense 2;

4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and

5 The name of the author taken along with the name^o of the edition in sense 2 is suitable to be used as if it were the Name of a Series.

Example:

Consider the book, whose spine has the following words: Works of Leo Tolstoy / Childhood, Boyhood and Youth / Centenary Edition / 3 / 1928.

It belongs to the Pseudo-series of Kind 1 . It may be named Tolstoy (Leo). Centenary ed.

3 **Pseudo-Series of Kind 2.**—A set of books, not constituting a multi-volumed book and with the following attributes:

1 All the books are of common authorship;

2 The titles of the various books have a common part capable of being used as their common generic title;

3 The title of each book has a distinctive part of its own in addition to the generic part;

4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and

5 The name of the author taken along with the generic title is suitable to be used as if it were the Name of a Series.

Example:

Consider the book whose title-page reads as follows: E Grimsehl / Text-book of physics / Edited by R Tomaschek / Volume 4 Optics.../ Translated ... by L A Woodward / 1933. It belongs to the Pseudo-series of Kind 2.

It may be named "Grimsehl (E): Text-book of physics ed by R Tomaschek".

4 **Pseudo-Series of Kind 3.**—A set of books not constituting a multi-volumed book and with the following attributes:

1 All the books are not of a common authorship;

2 The titles of the various books have a common part capable of being used as a common generic title;

3 The title of each book has a distinctive part of its own in addition to the generic part;

4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and

5 The generic title is suitable to be used as if it were the **Name of a Series**.

Example:

The volumes edited by Charles Oman under the generic title "History of England".

CHAPTER FJ

RELATED DOCUMENTS

1 **Related Books.**—A set of books whose Main Entries will not always file consecutively, but which all the same call for their being linked up by the catalogue on account of their being related to one another for some important reasons.

Five kinds of Related Books have so far been isolated. These are described in succeeding Rules. In a sense, the books belonging to a series may also be considered as forming a kind of Related Books. But these usually contain in themselves all the necessary information about the Series unlike the other kinds given in this chapter. Therefore, "Series" has been treated in a separate chapter—Chap FH.

2 **Extract.**—A document which embodies a portion of another document.

Examples:

1 The book *Library science and scientific method* is an Extract from the book *Five laws of library science*, ed 2, 1957.

2 The book *Libraries in the District of Columbia* (1921) by W I Swanton is an extract from *Special libraries*. 12; 1921.

3 **Separate.**—A portion of a document—usually, but not necessarily, a periodical publication—issued in the same format as the original, whether printed from the types or plates of the original, or reset.

4 The word **Reprint** is loosely used to denote either

1 A separate; or

2 A reproduction of an edition of a work without alteration.

5 **Merger Book.**—A book formed by the merging of two or more books.

Examples:

1 The book "Theory of economic dynamics, an essay on cyclical and long-range changes in capitalistic economy" (1953) by M Kalaeck contains the note "Published in lieu of the second editions of:

'Essays in the theory of economic fluctuations'; and
'Studies in economic dynamics.'"

2 The book "Economics and economic policy of dual societies as exemplified by Indonesia" (1953) by J H Boek contains the note "Revised and enlarged version of the author's two earlier studies published separately under the titles:

'Structure of the Netherlands Indian economy' (1942); and
'Solutions of the Netherlands Indies economy' (1946)".

6 Other Kinds of Related Books.—

Examples:

1 The books "Short history of the British Empire" (1934) by Anderson and Marsdon; and "Teacher's hand-book to Anderson and Marsdon's Short history of the British Empire" (1955).

2 The books "Elementary practical physics" (1938) by N H Black Davis; and "Laboratory experiment in elementary physics: To accompany Black and Davis's "Elementary practical physics" (1938) by N H Black.

CHAPTER FK

EDITION

1 Edition in Sense 1.—One of the different printings or reproductions of a document with or without slight change in thought-content, each being distinguished from the others, either numerically or by some other equivalent term such as “New”, “Revised”, and “Enlarged”.

2 Edition in Sense 2.—One of the different forms in which one and the same work is published, each form having a distinctive name almost amounting to a proper noun—such as “Arden Edition”, “Variorum Edition”, “Memorial Edition”, and “Loeb Classics”.

An edition in sense 2 forms Pseudo-Series of Kind 1. (See Sec FH2).

3 Each book in a series or a pseudo-series may be brought out in successive Editions of Kind 1, independently of one another.

Examples:

1 This book in the Ranganathan Series in Library Science is in edition 5, whereas the book *Colon classification* in the same series is now in edition 6.

2 The Variorum Editions of the different plays of Shakespeare are now in different editions of kind 1. Some are in edition 1; some are in edition 2; and so on.

3 The same usually happens also in respect of pseudo-series of all kinds.

Sections FK1 and FK2 show that the term edition is used in two senses. When it is used in sense 2, the application of sense 1 also becomes possible. It will be a convenience if this homonym is resolved and different terms are used to denote the two different senses.

Even in respect of sense 1, the term edition is not used alike by all the publishers. Some call a mere reprint also a new edition and give it a new number. At the other extreme some give the new number to the edition only if there is considerable change introduced. Between these two extremes there are all kinds of usages depending upon the degree of change introduced. It is the continuity of the degree of changes between the editions that makes it difficult to arrive at a definite standard for the denotation of the term Edition.

CHAPTER FL

CATALOGUER'S NEEDS

1 **Format.**—A statement of the size of the leaf of a document.

2 **Collation.**—A statement of the number of volumes, pages, plates, maps, and other illustrations, of a conventional document, and an equivalent statement in the case of a non-conventional document.

A statement of Format and Collation is essential in a catalogue of incunabula and of documents of all kinds other than the conventional documents of kinds 1 to 3. It is necessary also in a National Bibliography, State Bibliography, and other bibliographies even of modern conventional books and periodicals. But it is not necessary in a library catalogue of modern conventional books and periodicals in a Service-Library of the normal kind.

3 **Imprint.**—Record, in a document or a volume of it, of the name(s) of its publisher (s), of the name (s) of the place (s) of its publication, and of the year of its publication.

4 **Edition-Statement.**—Record, in a document or a volume of it, of the number of each of the successive editions of it or of a distinctive edition of it with a proper name, along with the year of publication of each.

'Edition' and 'Distinctive edition' are defined in Chap FK. Page 4 of this book gives the Edition-Statement.

5 **Title-Statement.**—Record, in a document or a volume of it, of the title of the work embodied in it.

6 **Author-Statement.**—Record, in a document or a volume of it, of the name(s) of the author(s) of the work embodied in it.

Page 3 of this book contains the Title-Statement as well as the Author-Statement of the work embodied in it.

7 **Entry Statement for Author.**—Record, in a document or a volume of it, of the year of birth (and also the year of death in the case of a deceased person), and of the alternative name(s),

if any, of each author of the work embodied in it, and in addition an indication of the Entry Element and the Secondary Element in each name.

'Entry element' and 'Secondary element' are defined in Sec FN.

It has not yet become a common practice to give the Entry Statement for Author in documents.

71 HOMONYM

But cataloguers find that the years of an author are the sharp elements to resolve homonyms in the names of authors. On account of universal literacy and cheap methods of printing, several authors with the same name are now producing works which are embodied into documents. It becomes difficult to distinguish the different authors with the same name. For some years, certain libraries have been endeavouring to ascertain the years of birth of the authors, in order to use them for resolving homonyms. The Library of Congress of U S A has been doing this work for all authors in the world, whose works it gets. But the response is not always satisfactory. In 1946 I attempted to get the years of birth of several authors whose names were not found in *Who is who*. Appeal through newspapers brought little information. Addresses of many authors could not be found out. Even when found out, requests did not elicit replies.

72 ALTERNATIVE NAME

Again, cataloguers need help from Entry Statement for Author to link up the different alternative names including pseudonyms, which an author might have used in different works of his. If this help is not given by each of the documents embodying the several works in respect of each of the earlier documents, the cataloguer has to make inquiries to find them out. This would involve waste of cataloguing time. This waste will occur in all the hundreds of libraries acquiring documents, by the same author. Thus the total wastage involved will be huge in any community. The magnitude of this wastage is not easily realised. For, it is scattered into many libraries and is thus hidden. Such a wastage is easily avoided by each document giving the Entry Statement for Author.

73 CHOICE OF ENTRY ELEMENT

Thirdly, a new phenomenon is gaining in its dimensions in our own days. Firstly, authors are appearing in many more countries than in the past. Secondly, books of any one country are acquired in many other countries far more than in the past. These factors result from practically every country coming out of its cultural exhaustion and throwing forth many creative citizens on the one side, and the great increase in international exchange of thought and documents on the other. When the books of other countries come into a country, they bring with them new problems in cataloguing.

These new problems are greatest in determining the Entry Element and the Secondary Element in the name of an author. A modern name-of-person is, in most cases, multi-worded. Three words may be taken as the average in a name-of-person. All the words do not have equal potency in individualising the name. The cataloguer has therefore to find out the most potent word or word-group and use the same as the Entry Element in the heading of the entry. But different cultural groups often put the most potent elements in a name, as it is in public usage, in different positions in the name. For example, the Chinese put it at the beginning of a name. The British put it at the end. In some cultural groups, the potent Element consists of two words, or three words of which one is a conjunction. In the names in some cultural groups, the potent word carries with it the preceding conjunction or preposition, and the Entry Element has to include it. In some cultural groups, a name-of-person has honorific and other removable words. Even within a single culture such as that of India, each linguistic subgroup of a cultural group follows different practices in this matter. It is not easy for a cataloguer born in one cultural group to spot out such removable words in the name of person of every other cultural group. The situation is best met by the author of a document and its publisher indicating the Entry Element and the Secondary Element in the name of the author, in the Entry Statement for Author to be recorded in the document itself in a standard place.

74 ENUNCIATION OF THE PROBLEM

The third of the above problems formed the subject of an appeal in my *Theory of library catalogue* [RT11]. The appeal read as follows:

"Library Associations throughout the world should put their heads together and arrive at an agreed set of rules for the treatment of names-of-persons. Such an international code is very necessary now-a-days when the libraries of almost every country have books by authors belonging to almost every one of the others."

It is now realised that the production of such an international code is not practicable and simple as each book giving the necessary information on the back of its own title page.

75 PROBLEM TAKEN TO UNESCO

The following calendar of events shows how the problem was taken by me to the level of Unesco.

- 1938 Appeal made in my *Theory of library catalogue*.
- Nov 1949 Unesco's Conference in Paris on the Improvement of Bibliographical Services.
- 14 Mar 1951 The following resolution was tabled by me for the Second Conference in Delhi of the Indian National Commission for Unesco:
 "That the following items be recommended for inclusion in the agenda for the proposed Conference

- of National Commissions to be held at Bangkok in 1951:
- "That an Asian Committee be set up to produce an authoritative set of rules for the rendering of Asian Names in bibliographical entries."
- 25 Mar 1951 Approval of the above resolution by the Delhi Conference, on being supported by Torres-Bodet, the Director General of Unesco, who was present at the Conference.
- 13-14 May 1951 Approval of the above resolutions by:
- 1 the First Conference of Asian Librarians held at Indore; and
 - 2 the Ninth All India Library Conference held at Indore.
- 14 Sept 1951 The document Unesco/Reg Conf II/16 contained the remark that the proposed Project would be in keeping with the Unesco's programme.
- 25 Nov 1951 Meeting of the Head of the Libraries Division of Unesco with a group of Indian librarians in Delhi and formulation of the contents and the stages of the Project.
- 26 Nov to
10 Dec 1951 Passing of the following resolution by the Second Regional Conference of Unesco National Commissions in South Asia and South Pacific, held at Bangkok;
- "(4) That consideration should be given to the proposals from the Indian Library Association to undertake the tasks outlined in document, Unesco/Reg Conf II/16 as follows:
- (a) Establishment of a committee for framing standard rules for the rendering of Asian names in bibliographical and catalogue entries."
- 6 Jan 1952 Circulation of my draft Working Paper on the Project to all the probable participating countries, soliciting opinion.
- Mar 1952 Receipt of general approval from several countries and communication of the same to Unesco.
- 21-25 Apr 1952 Approval of the Project by Unesco's Provisional International Committee on Bibliography and Documentation held in Paris, and its assignment to India.
- 12 May 1952 Assignment of the Project to me by the Indian Library Association.
- May-July 1952 Field-work and Group-Meetings in the regions of the following Languages: Marathi, Kannada, Tamil, Malayalam, and Telugu.
- 31 July 1952 Finalising the Contract on the Project.

August 1952	Circulation of the provisional findings of the Group-Conferences of May to July to other linguistic regions in India and the other participating countries.
Sep 1952	Field-work and Group-Meeting in Gujarathi linguistic region and the testing and the enlargement of the findings.
Dec 1952	Field-work and Group-Meeting in Bengali linguistic region.
Dec 1952	Discussion in Calcutta with some nationals of Pakistan, Indonesia, Malaya, and Siam, about the structure etc, of the names in the respective languages.
Jan 1953	Field-work and Group-Meetings in Hindi and Punjabi areas.
Mar 1953	Circulation to participating countries of a pamphlet embodying the findings arrived at up to March 1953.
20-23 Apr 1953	Presentation of interim report to the First Session of Unesco's International Advisory Committee on Bibliography, held in Paris.
21 May 1953	Circular letter to all National and Regional Rapporteurs and to other helpers in all participating countries, furnishing a copy of the latest findings and asking for the final report to be sent within three months—that is by the end of August 1953.
1-4 June 1953	Meetings with Muslim scholars in Hyderabad.
July 1953	Receipt of hints from Siam, Indo-China, and Indonesia.
29 August 1953	Reminders sent to all participating countries and regions.
1-14 Sept 1953	Meetings with Muslim authors and scholars in Delhi.
22-29 Sept 1953	Field-work and Group-Meetings in Sinhalese region in Ceylon.
8 Oct 1953	Receipt of report from Viet Nam.
11 Oct 1953	Discussion of the draft rules for Indian names at a meeting of the Expert Committee for Documentation (=EC 2) of the Indian Standards Institution.
12-18 Oct 1953	Correspondence with Pakistan on the draft rules for Muslim names.
31 Oct 1953	Despatch of the final report to Unesco, Paris.

76 GENERAL FINDINGS IN THE UNESCO PROJECT

Though there is demand for the above Report of mine to Unesco on the *Rendering of South Asian names*, Unesco has not yet published that report. One year was spent in getting opinions from France, Great Britain, and the United States of America. The French report gave general approval. The British report had no relevant substance in it. The American report was a long one. It largely dealt with style and terminology. It also contained a

few useful suggestions. My remarks on the three reports were sent to Unesco promptly from Zurich in October 1954. But nothing more has been heard of the further action intended to be taken by Unesco on this matter of great importance to the library profession.

It is worth mentioning here that the report mentioned the following general findings in the sections 72 and 81 of its annexure:

"72 It is impossible to make all the cultural groups of the world to conform to a single efficient standard in Name-Formation. But it is possible to agree upon a single efficient standard for printing the name on the title-page. This will easily guide readers in changing over from Title-Page-Name to Entry-Name and vice-versa.

"81 Laying down of a standard for Title-Page-Name by all concerned including Unesco, Iso, Ifla, Fid and the corresponding bodies in the several countries, (along lines suggested below or in alternative ways).

- 1 The Entry Word or Entry Word-Group, as the case may be, should be printed in Black Face.
- 2 The Honorific Words, to be omitted in the Entry Name, should not be printed on the Title-page. If printed, they should be in Roman Cap and lower case, preferably in different lines and in a font of smaller size.
- 3 Any titular word, which should be included among the Additional Words following the Entry Word (or Entry Word Group) should be printed in italics.
- 4 Pseudonym should be separated from real name and printed in a distinctive style in a separate block.
- 5 Compound Family Names and Compound Individual Names should be hyphenated if the practice of the language does not admit of their being written as one word or if the author habitually separates them."

77 INDIAN STANDARD

By the end of 1954, it was possible to guess that there was some reluctance in some quarters in Unesco either to give wide publicity to my Report or to take any further positive action on it. This might have been partly due to the racial discrimination which is slow to die out. I felt, however, that the hard work put into it for two years should not be totally wasted. Therefore I took action at the national level in India, as the Chairman of the Expert Committee for Documentation (=EC 2) of the Indian Standards Institution. I requested that Committee to take action on the General Findings in my Unesco Report, quoted in the preceding Section. It really went up to the Committee as a general proposal to establish Standards for the Preliminary Pages of a book. The most difficult of these Standards was the one relating to the Entry Statement for Author. The Committee co-opted representatives of the publishing and printing trades for this purpose. It struggled long and experimented with various styles of printing the Entry Statement for Author and with various places in the preliminary pages where it could be

printed. The final standard arrived at is elegance itself. According to it, the Entry Statement for Author is to be printed near the top of the back of the title-page in small type. Words in the name, which are removable while rendering the name in the heading of a catalogue entry, should be omitted. The Entry Element alone in the name should be in antique face. The other irremovable words in the name should be printed in Roman. It costs nothing extra to print it. This Indian Standard does not interfere with the creative freedom of the artist in designing the title-page. The Entry Statement for Author printed on page 4 of ed 4 of this book is in accordance with the Indian Standard. It would have given additional lines for the alternative names of the author, if he had any, and for joint authors and collaborators if there were any.

78 INTERNATIONAL STANDARD

In the Indian Standard, all the information necessary for a cataloguer in rendering the name of an author in catalogue entry will be readily found in the preliminary pages of the book itself. In other words the Canon of Ascertainability (Sec BB0) can have full sway in the matter. To make this possible, the Indian Standard in question throws a definite responsibility on the authors and the publishers. The information needed for the Entry Statement for Author is best known to the author himself. The publisher can get it from him without any difficulty when he gets the press-copy and can print it in the book as prescribed in the Indian Standard. A stitch in time saves nine, as the saying goes. If the publishers implement the Standard, it will save the cataloguing time, the cataloguing man-power, and the cost of cataloguing now involved in the search for the necessary information by several libraries. It often happens that the source of information—the author himself—is no longer available. In view of this, the Indian Standards Institution entrusted me with the task of proposing the Indian Standard for consideration and adoption by ISO/TC46—the Documentation Committee of the International Standards Organisation. I did so at the Stuttgart meeting of ISO/TC46 in June 1956. All the cataloguers of the world should make common cause to get this Standard accepted at the international level, and to get it implemented universally by all the publishers in their respective countries.

8 Collaborator-Statement.—Record, in a document or a volume of it, of the name(s) of collaborator(s) in respect of the work embodied in it, along with an indication of the role of each.

Whenever warranted, a modern document gives the Collaborator-Statement in the page giving the Title-Statement and the Author-Statement.

81 Entry Statement for Collaborator.—Record, in a document or a volume of it, of the year of birth (and also of the year of death

in the case of a deceased person), and of the alternative name(s), if any, of each collaborator in respect of the work embodied in it, and, in addition, an indication of the Entry Element and the Secondary Element in each name.

Commentary on this Rule is similar to that on Sec FL 7.

91 Anonymous Document.—A document without Author-Statement.

CHAPTER FM

CATALOGUE

1 Library Catalogue.—List of the documents in a library or in a collection forming a portion of it.

For brevity we shall use in this book the term **Catalogue** in the sense of "Library Catalogue." Whenever any other kind of catalogue is meant, a suitable epithet will be added. A catalogue may be printed; or it may be in manuscript. It may be in cards, or in loose leaves. It may be in the form of a continuous book, or in the paste-down form with gaps for the interpolation of new entries in between existing entries.

2 Union Catalogue.—List of all the documents in two or more libraries giving the names of all the libraries where copies of each document can be found.

A Union Catalogue may cover all kinds of documents or any restricted kind of them.

Examples:

1 *Union catalogue of learned periodical publications in the libraries of South Asia*, brought out in 1953 by S R Ranganathan.

2 *Union list of serials in libraries of the United States and Canada*, ed 2, brought out in 1943 by Winiefred Gregory.

3 *List of scientific periodicals in the Bombay Presidency*, sponsored in 1931, by the Royal Institute of Science, Bombay.

3 Documentation List.—List of documents listed together for some purpose.

The purpose is usually to bring to the notice of reader an exhaustive or select list of documents relevant to the pursuit of his enquiry or study.

This term is used to emphasise the inclusion of micro documents. The fortnightly *Insdoc list*, published by the Indian National Scientific Documentation Centre, is an example. It is usual for a library to prepare special Documentation Lists on particular topics in anticipation or on demand by individual readers or by groups of readers.

4 Bibliography.—The older name for Documentation List.

Originally it was mostly a list of macro documents. Now it may include also micro documents. It is differently named according to the group of persons to be served by them, or according to the agency which prepares them. These are enumerated and discussed in *Reference service and bibliography* [RZSU].

41 Micro Bibliography.—Bibliography exclusively or mostly of Micro documents.

42 Macro Bibliography.—Bibliography exclusively of Macro documents.

5 National Bibliography in Sense 1.—List of the books and periodicals published in a country.

It is now becoming the practice for each nation to publish its National Bibliography on a periodical basis. For example, the *British national bibliography* is being published as a weekly, with monthly, quarterly, annual, and five-yearly cumulations or versions. The *Indian national bibliography* began in 1958. In my article on the subject [RI1] in the *Annals of library science*, I have outlined a scheme for producing the *Indian national bibliography* on economic and helpful lines. An account of the *British national bibliography* by A J Wells is also given in the same issue [W4].

51 National Bibliography in Sense 2.—List of books published in a country, and books published on the country and on the citizens of the country, and books written by any citizen of the country, in whatever country they may be published.

6 State Bibliography.—List of the books and periodicals published in a Constituent State of a country.

Remarks similar to those on National Bibliography are applicable to State Bibliography.

7 Linguistic Bibliography.—List of the books and periodicals published in a language.

Examples:

1 *Deutsches Bucherii*, of the Leipzig Bibliographical Institute, is planned to cover all the books published in the German language in any country whatever.

2 The *Cumulative book index: World list of books in the English language* of H W Wilson and Co of New York.

8 The Abstracting Periodical defined in Sec FE22 and the Indexing Periodical defined in Sec FE24 are also catalogues. They do not list documents in a particular library or libraries. Like the national, state, or linguistic bibliography, they list documents which have been published.

9 This Code gives the Basic Rules needed for all kinds of catalogues and bibliographies of modern conventional books and periodicals.

They are by themselves sufficient to construct the Catalogue of a Service-Library.

This Code gives also the Supplementary Rules necessary for Union Catalogues, National Bibliographies, Abstracting Periodicals, and Indexing Periodicals.

CHAPTER FN

ENTRY

1 Entry.—Ultimate unit-record in a catalogue or a documentation list.

The examples given in the succeeding Rules are taken mostly from the examples in the later parts of this book.

11 Specific Entry.—Entry mentioning a specific document.

Examples:

1 2: 55N3 N58

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code with additional rules for dictionary catalogue code. Ed 4.

(Madras Library Association, publication series. 24).

(For extract see 2: 55 y (PIII) N58)

122519

2 RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 4.

2: 55N3 N58

3 MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.

24 Ranganathan: Classified catalogue code. Ed 4. 2:55N3 N58

The above three examples of specific entry pertain to a book. It can be seen that each of these entries mention a specific book.

12 General Entry.—Entry not mentioning any specific document.

Examples:

1 CLASSIFIED CATALOGUE CODE.

For books in this Class and its Subdivisions see the 'Classified Part of the catalogue under the Class Number

2:55N3

2 CLASSIFIED CATALOGUE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2:55A5

3 CATALOGUE, LIBRARY SCIENCE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2:55

4 LIBRARY SCIENCE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2

5^a BHARAT.

See

INDIA.

2 **Consolidated Entry.**—Two or more entries consolidated into a single entry.

21 **Consolidated Specific Entry.**—Entry mentioning two or more specific documents.

Example:

1 2:55N3 N34, N45, N51

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 1, 2, 3.

(Madras Library Association, publication series. 4, 13, 17).

63421, 87453, 111601

22 **Consolidated General Entry.**—General entry replacing two or more general entries.

Examples:

1 LIBRARY SCIENCE.

See also

BOOK SELECTION.

CATALOGUE, LIBRARY SCIENCE.

CLASSIFICATION, LIBRARY SCIENCE.

2 RANGANATHAN.

Variant Forms of the above word to be looked up.—

RANGANADAN.

RENGANATHAN.

RUNGANATHAN.

31 **Number Entry.**—Entry beginning with a Call Number or a Class Number.

Examples:

The Entries given as Example 1 under Sec FN11 and as Example 1 under FN21.

32 **Word Entry.**—Entry beginning with a Word, or in rare cases, with a symbol given in the author-statement of a document as a substitute for name of author.

Examples:

The Entries given as Examples 2-3 under Sec FN11, Examples 1-5 under Sec FN12, and Examples 1-2 under Sec FN22.

4 Varieties of Entry

41 Main Entry.—Specific entry giving maximum information about the whole of a document. All the other entries—specific or general—relating to the document, are normally derived from the Main Entry.

Examples:

The Entries given as Example 1 under Sec FN11 and as Example 1 under Sec FN21, and the following entry:

- 1 RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code with additional rules for dictionary catalogue code. Ed 4.

(Madras Library Association, publication series. 24).

122519

2:55N3 N58

42 Added Entry.—Entry other than main entry.

43 Specific Added Entry.—Added entry mentioning a specific document.

In the book-form and the multiple-card-system of catalogue, it is briefer than the main entry.

In the unit-card-system of catalogue, it differs from the main entry only in its top-most line, which is filled up by hand or by typing.

It does not usually draw any information from outside the main entry or its back.

Examples:

The Entries given as Examples 2 and 3 under Sec FN11.

44 General Added Entry.—Added entry not mentioning any specific document.

Examples:

Entries given as Example 1-5 under Sec FN12, and as Examples 1-2 under Sec FN22.

45 Cross Reference Index Entry.—General added entry

referring from one word or set of words to another synonymous word or set of words.

451 Referred-To Heading.—The word or the word-group with which a Cross Reference Index entry, or a *See also* Subject Entry in a Dictionary Catalogue ends.

The Referred-to Heading in a cross Reference Index Entry is usually the name of a person, a geographical entity, a series, or a document, which is preferred for use in the Main Entry.

The Referred-to Heading in a *See also* Subject Entry in a Dictionary Catalogue is usually the name of a Specific Subject of a document.

452 Referred-From Heading.—The word or the word-group with which a Cross Reference Index Entry or a *See also* Subject Entry in a Dictionary Catalogue begins.

It is usually an alternative name of the person, the geographical entity, the series, or the document respectively, named in the Referred-to Heading. It is likely to be brought up by some readers while looking up the catalogue.

Examples:

Entry given as Example 2 under Sec FN22 and the following entry:

1 SALISBURY.

See

HOWARD (Henry)

In this example, "Howard (Henry)" is the Referred-To Heading. And "Salisbury" is the Referred-From Heading. This means that documents are entered under the name "Howard (Henry)". But the author is also known as "Salisbury". This is an alternative name for him. Some reader may look up for his books under "Salisbury". To him, the catalogue gives the direction that "Howard (Henry)" should be looked up.

The Referred-From Heading in a *See also* Subject Entry of a Dictionary Catalogue is usually the name of a subject forming an upper link in the chain having the Main Heading of the Referred-To Heading as the last link. It is likely to be brought up by some readers while looking up the Catalogue (*See* end of Chap KZD):

Example:

Entry given as Example 1 under Sec FN22.

A Cross-Reference Index Entry may draw information from outside the main entry and even from outside the document.

46 Author Analytical.—Specific Added Entry referring from the name of the Author and the Title of a Contribution occur-

ring in a host document, to its Locus, that is, the host document and the place of occurrence in it.

Example:

- 1 WEBB (Sydney) (1859).
Diseases of organised society.
Forming part of
Adams: Modern state.

W N35

47 Title Analytical.—Specific Added Entry referring from the Title of a Contribution occurring in a host document, to its Locus, that is, the host document and the place of occurrence in it.

Example:

- 1 DISEASES OF organised society.
By Webb.
Forming part of
Adams: Modern state.

W N35

5 Subject Entry

51 Subject Entry.—Entry giving information about a subject.

52 Specific Subject Entry.—Subject entry which mentions a document in which the subject is treated.

Examples:

The Entries given as Example 1 under Sec FN11, and as Example 1 under Sec FN21, and the following:

- 1 CLASSIFIED CATALOGUE CODE.

Ranganathan (Shiyali Ramamrita) (1892): Classified catalogue code. Ed 4.

2: 55N3 N58

53 Cross Reference Entry.—Specific subject entry which mentions a portion of a document, in which the subject is treated.

It may also be called a **Subject Analytical**.

Examples:

- 1 BwM87

See also

BxM87 N27

Ramanujan.

Collected papers, P. xi-xix.

2 **BIOGRAPHY, RAMANUJAN (S) (1887-1919).**

Ramanujan (S): Collected works, P xi-xix. BxM87 N27

54 Class Index Entry.—Subject entry which refers from the name of a class to its class number.

Examples:

The Entries given as Examples 1-5 under Sec FN12, and Example 1 under Sec FN22.

55 Chain Procedure.—Procedure for deriving Class Index Entry from a class number, in a more or less mechanical way.

Chain Procedure is used to derive Class Index Entries in Classified Catalogue, and Specific Subject Entries, Subject Analyticals, and *See also* Subject Entries in Dictionary Catalogue.

The Rules of Chain Procedure are given in Part K.

6 Names of Entries

61 A Specific Entry is usually named after the occupant of its first section, which is called its Leading Section.

SERIAL NUMBER	NAME OF ENTRY	EXAMPLE: ENTRY GIVEN AS
1	Call Number Entry	Example 1 under Sec FN11 and Example 1 under Sec FN21
11	Specific Subject Entry	Example 1 under Sec FN11 and Example 1 under Sec FN52
2	Class Number Entry	Example 1 under Sec FN53
3	Author Entry	Example 2 under Sec FN11 and Example 1 under Sec FN41
31	Joint Author Entry	Example 2 under Sec MK211
4	Collaborator Entry	Example 5 under Sec MK211
41	Joint Collaborator Entry	Example 7 under Sec MK211
42	Commentator Entry	
43	Editor Entry	Example 5 under Sec MK211
44	Illustrator Entry	
45	Reviser Entry	Example 1 under Sec MK221
46	Translator Entry	Example 6 under Sec MK221
5	Title Entry	Example 1 under Sec FN47
6	Series Entry	Example 1 under Sec MK231
61	Pseudo Series Entry	
7	Related Book Entry	Example 1 under Sec MK6
71	Extract Entry	Example 1 under Sec MK4

62. A General Entry is usually called after its function.

Examples:

SERIAL NUMBER	NAME OF ENTRY	EXAMPLE: ENTRY GIVEN AS
1	Class Index Entry	Examples 1-5 under Sec FN12
2	Cross Reference Index Entry	Example 2 under Sec FN22 and Example 1 under Sec FN45
3	See also Subject Entry	Example 1 under Sec FN22

63 An entry may also be called as shown below according to the kind of name occupying its Leading Section:

SERIAL NUMBER	NAME OF ENTRY	EXAMPLE: ENTRY GIVEN AS
1	Personal Name Entry	Example 2 under Sec FN11
2	Corporate Name Entry	
3	Subject Name Entry	Example 1-4 under Sec FN12 and 1 under Sec FN22

7 Number of Entries

Every book or periodical publication will get at least one entry—viz Main Entry. But it may also get one or more Added Entries.

While each entry is made in relation to a particular document, once it is written out, its assignment to the appropriate part of the catalogue and its relative position among the entries in its part are determined entirely by the numbers and the words written in it. In other words, the document to which it relates may be eliminated from view, while arranging the entries so as to form a catalogue.

To put it in a different way, each entry forms one of the fundamental units out of which the catalogue is made—one of the ultimate bricks which are built into the structure. Just as the bricks needed for a structure are made in several patterns, so also the entries in a catalogue are of several species and varieties and carry different names.

The number of each species or variety of entry will vary with the document catalogued. The relation between a document and the number of its entries may be described as 1 to n , where n is at least 1 and may be any integer whatever.

71 MAIN ENTRY

There is one and only one Main Entry for each document. It enters it

under its chief Specific Subject. It is, as its name implies, the basic entry for the document. All the other entries are derived from it. It gives us more information about the document than any other entry. Further, as can be seen from Chap MH and its subdivisions, it acts as a key which lets us know what Added Entries the document has received in the catalogue. Chap MA and MB and Chap MZD are on its construction.

72 CROSS REFERENCE ENTRY

The number of Cross Reference Entries to be given for a document is variable. It may be zero or one or two or three, etc,—even quite a large number. The why of this variability will be appreciated if the purpose of the Cross Reference Entry is understood. This question has been fully discussed, in the light of the Laws of Library Science, in the *Five laws of library science* [RF4]. A Cross Reference Entry enters a document under one or other of the classes other than its dominant focus or class. And a document is to get as many Cross Reference Entries as there are different subsidiary classes so dealt with by it.

This variety of entry is necessitated by the inevitable composite nature of most of the documents. Few are of the monograph type. Very often a document, whose chief interest is in a certain class, may devote a chapter or a few pages to some other topic. It may also happen that throughout a work, primarily devoted to a particular class, information about some others is diffusely scattered. If a catalogue lists a work only under its dominant class and makes no attempt whatever to give analytical cross references, it will offend the Laws of Library Science. At the same time, practical consideration, such as staff, finance, and the policy of the library, may not permit of the cross-referencing work to be done as profusely and as thoroughly as the Laws would demand [RT5].

Thus, the nature of the document and the limitations of the library would make the number of Cross Reference Entries of a document vary widely. Chap MJ is devoted to the construction of this variety of entries.

73 CLASS INDEX ENTRY

Each document has also associated with it Index Entries which index names of classes. These direct the reader to the region of the Classified Part where he can find his materials enumerated and featured in a filiiary way. Normally, every document will have at least one Class Index Entry relating to it. Part K is devoted to the construction of this variety of entries.

74 CROSS REFERENCE INDEX ENTRY

A Cross Reference Index Entry occurs only occasionally. It is only a very small percentage of documents that gives rise to this variety of entries. It is devised to economise in the number of Index Entries. It usually directs the reader's attention from one heading to another synonymous one in the

Alphabetical Part. Part L is devoted to the construction of this variety of entries.

75 BOOK INDEX ENTRY

The number of Book Index Entries for a document is also variable. Governmental and similar annual and other periodical reports, of an administrative nature, do not get any Book Index Entry. Normally every other document will get at least one such entry. It may get more, but seldom more than half a dozen.

These entries enable a reader to get his document, provided he has some information or other about it. For, the Book Index Entries enter a document under the names of authors, editors, translators, etc, under the name of series and, in certain cases, under the title. Chap MK and other Sec in Part N onwards are devoted to the construction of this variety of Entries.

CHAPTER FP

CLASSIFIED CATALOGUE

1 Classified Catalogue.—Catalogue in which some entires are Number Entries and some are Word Entries.

Consequently a Classified Catalogue consist of two parts—the Classified Part and the Alphabetical Part.

2 Classified Part.—The part of a Classified Catalogue containing all its Number Entries.

21 Its entries are arranged by their Call Numbers and Class Numbers, as the case may be.

22 It serves as a Classified or Systematic Subject Catalogue.

23 It helps a reader to get a panoramic view of the entries of all the documents in the specific field of his interest, arranged by their specific subjects in a helpful sequence.

3 Alphabetical Part.—The part of a Classified Catalogue containing all its Word Entries.

31 The entries are arranged alphabetically as in a dictionary.

32 It serves as an Alphabetical Catalogue.

33 It serves also as an Alphabetical Index to Classes of Knowledge.

34 It thus forms an over-all Alphabetical Index to the Classified Part.

35 It helps a reader to get a document of which he knows the author, or any collaborator, or the series it may belong to, or its title, or the title of any part of it.

36 It also helps the reader to find out the Class Number of the class of knowledge in which he is seeking a document. This Class Number will enable him to alight on the particular spot in the Classified Part, where the documents on his subject are listed. He will also find just earlier than them the documents on subjects of which his subject is a subclass. Further, he will also find after those in his own subject, the documents on subjects which are subclasses of his subject.

4 Main Entry in a Classified Catalogue begins with Call Number in the case of a book and with Class Number in the case of a periodical publication.

41 It is thus a Number Entry.

42 Therefore it belongs to the Classified Part.

Examples:

The Entries given as Example 1 under Sec FN11 and as Example 1 under Sec FN21.

5 Cross Reference Entry.—Specific Added Class Number Entry in a Classified Catalogue.

51 It refers from the Class Number of a subject to its Locus in a Host Document.

52 It is a Number Entry.

53 Therefore, it belongs to the Classified Part of the Catalogue.

54 It corresponds to the Subject Analytical in a Dictionary Catalogue.

Example:

Entry given as Example 1 under Sec FN53.

6 Class Index Entry.—General Added Word-Entry in a Classified Catalogue, referring from the name of a Class to its Class Number.

61 It is derived, by Chain Procedure, from the class number of the Main Entry or of a Cross Reference Entry of a document.

62 It enables a reader to know the class number of the subject on which he seeks documents.

Examples:

Entries given as Examples 1-4 under Sec FN12.

7 Cross Reference Index Entry.—Same as Sec FN45.

It enables a reader to find out the call number of the document, for which he looks up the catalogue under the name of its author, collaborator, title, series, or any related book.

Examples:

Entries given as Examples 2 and 3 under Sec FN11, and Example 1 under Sec FN46 and Sec FN47 respectively.

8 Book Index Entry.—Specific Added Word Entry in a Classified Catalogue.

91 In a Classified Catalogue, Main Entry, Cross Reference Entry, and Class Index Entry are Subject Entries.

92 In a Classified Catalogue, Main Entry is a Specific Subject Entry.

93 In a Classified Catalogue, Cross Reference Entry is a Subject-Analytical.

94 In a Classified Catalogue, Class Index Entry is a General Subject Entry:

CHAPTER FQ

SECTIONS OF ENTRY

0 Section of an Entry.—That which is prescribed to be a separate paragraph in an entry in a Card Catalogue.

01 When an entry occurs in a catalogue in book-form, all its sections may occur as separate sentences of a single paragraph.

1 Leading Section.—Section 1 of an Entry.

2 Heading Section.—

1 Leading Section of a Word Entry.

2 Section 2 of a Call Number Entry of a book or of a Class Number Entry of a periodical publication, *i e* of a Main Entry in a Classified Catalogue

3 Section 3 of a *See also* Subject Entry.

4 Section 3 of a Cross Reference Index Entry.

3 Title Section.—Section of a Main Entry, giving the title of the document catalogued, along with the names of Collaborators and of Edition if any.

31 Bibliographical Section.—Section giving format, collation, and imprint, in the Main Entry of a Macro Document.

32 Locus Section.—

1 Section in the Main Entry giving the locus of a Micro Document, in its host document.

2 Section in a Cross Reference Entry of a Classified Catalogue, giving the locus.

3 Section in a Subject Analytical in a Dictionary Catalogue, giving the locus.

4 Note Section.—Section of a Main Entry giving the name of series and/or the name(s) of related book(s) and certain other information in the case of a Periodical Publication.

41 Annotation Section.—Section in a Main Entry giving an Annotation, or a Synopsis, or an Abstract of the document catalogued.

5 Accession Number Section.—Last section in the front of a Main Entry Card, giving the Accession Number of the Document.

6 Tracing Section.—Back of a Main Entry Card, indicating all the Added Entries of the document.

61 Tracing Section is not normally given in a catalogue in book-form.

91 Directing Section.—Section in an Added Entry directing attention to a Document, or a Class Number, or Name of a Class, or an Alternative name.

This section occurs in a Cross Reference Entry, a Class Index Entry, a *See also* Subject Entry, and a Cross Reference Index Entry.

92 Second Section.—Section in a Book Index Entry giving the specification of the concerned document(s).

93 Index Number Section.—

1 Section in a Book Index Entry, giving the Call Number of the document.

2 Section in a Class Index Entry, giving the Class Number of the class.

3 Section in a Specific Subject Entry, giving the Call Number of the document.

4 Section in a Subject Analytical, giving the Call Number of the document.

5 Section in the Main Entry of a Dictionary Catalogue giving the Call Number in general and Class Number in the case of the Periodical Publication.

CHAPTER FR

HEADING

0 Heading.—The occupant of a Heading Section (*See* Sec FQ2).

01 A Heading may be the name of

- 1 A person;
- 2 A geographical entity;
- 3 A corporate body;
- 4 A series;
- 5 A document;
- 6 A subject; or
- 7 A language.

02 A person or corporate body whose name is used as Heading may be

- 1 An author;
- 2 A joint author;
- 3 A collaborator;
- 4 A joint collaborator; or
- 5 The subject of a document.

03 The name of a geographical entity, used as Heading, may represent the name of

- 1 A Government;
- 2 A Document; or
- 3 A Subject.

1 Homonym in Sense 1.—One and the same name denoting two or more entities of any one of the categories, such as

- | | |
|------------------------|-------------|
| 1 Person; | 5 Series; |
| 2 Geographical Entity; | 6 Subject; |
| 3 Corporate Body; | 7 Language. |
| 4 Document; | |

11 Homonymous Heading in Sense 1.—A heading which is a Homonym in Sense 1.

12 Individualising Element in Sense 1.—Term(s) added to a name in a Heading to resolve Homonym in Sense 1—that is, so as to individualise the entity intended to be denoted.

Examples:

- 1 HALL (James) (1755).

HALL (James) (1761).

These are both names-of-persons. The elements in brackets are Individualising Elements in Sense 1.

- 2 TANJORE.

TANJORE (City).

TANJORE (Taluk).

These three are geographical names. The words in brackets are Individualising Elements in Sense 1. The first of the above headings is the name of the geographical area of the largest extent denoted by the homonym being considered. It is a district of which the taluk is only a part.

- 3 GODAVARI.

GODAVARI (City).

GODAVARI (River).

GODAVARI (Taluk).

These four are geographical names. The words in brackets are Individualising Elements in Sense 1.

- 4 RAMAYANA (Kamban).

RAMAYANA (Tulasidas).

RAMAYANA (Valmiki).

These three are names of books. The words in brackets are Individualising Elements in Sense 1.

- 5 CAMBRIDGE.

CAMBRIDGE (Borough).

CAMBRIDGE (Maryland).

CAMBRIDGE (Massachusetts).

CAMBRIDGE (Ohio).

2 Homonym in Sense 2.—One and the same name denoting entities of any two or more of the categories mentioned in Sec FR1.

21 Homonymous Heading in Sense 2.—A Heading which is a Homonym in Sense 2.

22 Individualising Element in Sense 2.—Term(s) added to a name in a Heading to resolve a Homonym in Sense 2—that is, so as to individualise the entity intended to be denoted.

Examples:

- 1 SALISBURY.

SALISBURY (Book).

SALISBURY (City).

SALISBURY (Subject).

The words in brackets are Individualising Elements in Sense 2. The first of the above headings is the name of a person.

3• Homonym in Sense 3.—A Homonym simultaneously in Senses 1 and 2.

31 Homonymous Heading in Sense 3.—A Heading which is a Homonym in Sense 3.

32 Individualising Element in Sense 3.—A succession of Individualising Elements in Senses 1 and 2 added to a name in a Heading to resolve Homonym in Sense 3—that is, so as to individualise the entity intended to be denoted.

Example:

CAMBRIDGE (Massachusetts) (Book).

Here, "Massachusetts" is Individualising Element in Sense 1 and "Book" is Individualising Element in Sense 2. Both taken together form Individualising Element in Sense 3.

4 Individualised Heading.—Heading including Individualising Element(s) added to resolve homonym.

41 Word-Group in a Heading.—One or more words, constituting the name forming the heading, which are inseparable and should be taken together, to make the specification of the entity intelligible.

Examples:

1 "HALL" in Example 1 under Sec FR12 is a Word-Group of one word only.

2 DE QUINCY, LE SAGE, NI NI, QUILLER-COUCH, RAJENDRA PRASAD, SIVASWAMI AYYAR, YUSUF ALI;

CHIN HILLS, COSTA RICA, LA PLATA, MADHYA PRADESH, NEW DELHI, NEW YORK, NOVA SCOTCIA, PORTO RICO, WEST LOTHIAN;

BOOK SELECTION, ELEMENTARY EDUCATION, INTEGRAL CALCULUS, RESPIRATORY SYSTEM;

are Word-Groups of two words.

3 BASU RAY CHAUDHURI, LEON Y ROMAN, MARTIN DU GARD, MUHAMMAD IBN ALY, SANKARA NARAYANA PILLAI;

CLACTON-ON-SEA, DERA GHAZI KHAN, PRINCE EDWARD ISLANDS, NEW SOUTH WALES, RIO DE JANEIRO;

are Word-Groups of three words.

42 Individualised Word-Group in a Heading.—A Word-

Group in a heading taken along with the Individualising Elements if any.

Example:

"HALL (James) (1755)" in Example 1 and "TANJORE (City)" in Example 2 under Sec FR12 are examples of Individualised Word-Groups in a Heading.

43 Block in a Heading.—Individualised Word-Group in a Heading.

This term is introduced for brevity.

5 Heading of an entry may be Simple or Multiple.

51 Simple Heading.—Heading consisting of a single Block.

Examples:

- 1 HALL (James) (1755).
- 2 TANJORE (City).
- 3 CAMBRIDGE (Massachusetts) (Book).

52 Multiple Heading.—Heading consisting of two or more Blocks, usually separated by a punctuation mark such as a comma.

Examples:

See under Sec FR56 and FR57.

53 First Heading or Main Heading.—The First Block in a Multiple Heading.

Examples:

The following remarks pertain to the successive examples given in Sec FR56:

- 1 "INDIA" is First Heading or Main Heading in Example 1.
- 2 "LAW" is First Heading or Main Heading in Example 2.
- 3 "DIAGNOSIS" is First Heading or Main Heading in Example 3.

The following remarks pertain to the successive examples given in Sec FR57:

- 1 "MADRAS" is First Heading or Main Heading in Example 1.
- 2 "MADRAS (City)" is First Heading or Main Heading in Example 2.
- 3 "MADRAS" is First Heading or Main Heading in Example 3.
- 4 "WESTERN RAILWAY (India)" is First Heading or Main Heading in Example 4.

5 "UNIVERSITY COLLEGE (London)" is First Heading or Main Heading in Example 5.

54^{*} Second Heading or First Subheading.—The Second Block in a Multiple Heading.

Examples:

The following remarks pertain to the successive examples given in Sec FR56:

- 1 "LAW" is Second Heading or First Subheading in Example 1.
- 2 "CONSTITUTION" is Second Heading or First Subheading in Example 2.
- 3 "TUBERCULOSIS" is Second Heading or First Subheading in Example 3.

The following remarks pertain to the successive examples given in Sec FR57:

- 1 "COUNCIL OF MINISTERS" is Second Heading or First Subheading in Example 1.
- 2 "COUNCIL" is Second Heading or First Subheading in Example 2.
- 3 "DISTRICT COURT (Coimbatore)" is Second Heading or First Subheading in Example 3.
- 4 "AUDIT (Department of—)" is Second Heading or First Subheading in Example 4.
- 5 "BIOMETRIC (Laboratory)" is Second Heading or First Subheading in Example 5.

56 Multiple Subject Heading.—Subject Heading having, in its successive blocks, the names of successive classes.

These are normally of increasing extension.

Examples:

- 1 INDIA, LAW, LIBRARY.
- 2 LAW, CONSTITUTION, GREAT BRITAIN.
- 3 DIAGNOSIS, TUBERCULOSIS, LUNGS.

561 It can be seen that normally any class mentioned in a subheading in a Multiple Subject Heading will have the earlier classes mentioned in the heading as its subclasses.

562 The Main Heading and the Subheadings of a Multiple Subject Heading are derived from a Class Number by the Chain Procedure described in Part K.

57 Multiple Corporate Heading.—Corporate Heading having, in its successive blocks, the name of a Corporate body and the names of its successive organs of increasing remove.

Examples:

- 1 MADRAS, COUNCIL OF MINISTERS.
- 2 MADRAS, (City), COUNCIL, WORKS (Standing Committee for—).
- 3 MADRAS, DISTRICT COURT (Coimbatore).
- 4 WESTERN RAILWAY (India), AUDIT (Department of—).
- 5 UNIVERSITY COLLEGE (London), BIOMETRIC (—LABORATORY).

6 **Descriptive Element.**—Term(s) added after the name of a person or a corporate body including its individualising element(s), if any, to denote the role of the person or the corporate body, if it is other than that of author—such as, *J Auth; Ed; J Ed; Tr; J Tr; Assis; Dir; Ded; etc.*

7 **Connecting Element.**—Word like “and”, “of”, etc occurring within a Block in a Heading or between the names of J Authors, or J Collaborators.

Examples:

- 1 “y” in “LEON Y ROMAN.”
- 2 “on” in “CLACTON-ON-SEA.”
- 3 “de” in “RIO DE JANEIRO.”
- 4 “and” in “RANGANATHAN (Shiyali Ramamritha) (1892) and SIVARAMAN (Kesarimangalam Manikam Aiyar) (1903).”
- 5 “and” in “LIBRARY ASSOCIATION (Great Britain) and AMERICAN LIBRARY ASSOCIATION.”

8 **Entry Element.**—The Word or Word-Group occurring First in a Block in a Heading, that is before any Individualising or Descriptive or any other Element belonging to the Block.

81 **Entry Word.**—The First Word in an Entry Element.

CHAPTER FZD

DICTIONARY CATALOGUE

1 Dictionary Catalogue.—Catalogue in which all the entries are Word Entries.

11 Consequently, a Dictionary Catalogue consists of one part only.

2 The entries in a Dictionary Catalogue are arranged alphabetically as in a dictionary.

3 In a Dictionary Catalogue, the Main Entry begins with the Name of the Author or a substitute for it.

Example:

Entry given as Example 1 under Sec FN41.

4 Subject Index Entry in a Dictionary Catalogue;

1 Specific Subject Entry;

2 Subject Analytical;

3 *See also* Subject Entry.

41 Specific Subject Entry.—Specific Added Word Entry in a Dictionary Catalogue, entering a document under the name of the class treated in, if it is unifocal, or under that one of its classes, which is most dominant, if it is multifocal.

Example:

Entry given as Example 1 under Sec FN52.

42 Subject Analytical.—Specific Word Entry in a Dictionary Catalogue entering a document under the name of a class treated in it in a subsidiary way, that is occurring as a secondary focus in the document.

Example:

Entry given as Example 2 under Sec FN53.

43 *See also* Subject Entry.—General Added Word Entry in a Dictionary Catalogue referring from the name of one Subject to that of another.

44 All the Subject Index Entries are derived from the Class Number of the document or of any portion of it for which a Specific Subject Entry has been made.

Example:

Entry given as Example 1 under Sec FN22.

7 Cross Reference Index Entry—Same as Sec FN45.

8 Book Index Entry.—A Specific Added Word Entry in a Dictionary Catalogue.

Example:

Entry given as Example 2 under Sec FN53.

PART G

CONFLICT OF AUTHORSHIP

CHAPTER GA

INTRODUCTION

1 Difficulties

Difficulties arise in deciding the author of a Work. These difficulties may be taken to centre round the following issues:

- 1 Person vs Person
- 2 Person vs Corporate Body
- 3 Government vs Institution
- 4 Ecclesiastical Polity
- 5 Institution vs Institution
- 6 Delegation-from-Body vs Delegated-to-Body
- 7 Legal Publications
- 8 Author's Name Merged in Title

2 Problem for International Catalogue Code

It is desirable from the point of view of international intercourse in the Library field such as, International Library Loan and Centralized Cataloguing, that a uniform practice should be followed in respect of the problems mentioned in Sec GA1. Unesco took interest in this problem. It requested the International Federation of Library Associations to pursue the problem, promising as usual the necessary financial help. Accordingly at its meeting held in Zagreb in September 1954, the International Federation of Library Associations seized this problem. After several years of work, the problem was brought for consideration at the International Conference on Cataloguing held in Paris from 9 to 18 October 1961. The attention of the International Conference was invited to these problems in a paper circulated to the authorities of the Conference early in 1961 [R13].

3 Evasion of the Problems

However, the Conference did not consider the problems on the basis of accepted Canons and Principles of Cataloguing. In fact, the work of the Conference was not at all guided by such canons and principles. The Conference dealt in detail with certain problems that are best left to National and Linguistic Codes. But this question of Conflict of Authorship was not adequately discussed by the Conference [R14].

CHAPTER GB

PERSON VS PERSON

1 Spoken Word

In certain types of works, the thought expressed in the spoken word is not committed to writing by the author of the spoken word. The words are not even published always exactly in the form in which they were spoken. Usually they are edited, rearranged, and featured. The person, who creates the thought, is taken as the author; while the person who collects or notes down the words uttered by the creator of the thought and gives them the shape of a work is regarded as a collaborator. He may be called Reporter. The reporter may even prompt the author by his own questions and suggestions; and yet he is not given the status of a joint author. It must be stated that the steno-typist of an author is not even regarded as a collaborator.

<i>Ser N</i>	<i>Type of Work</i>	<i>Author</i>
1	Ana, table-talk	Talker
2	Dialogue, conversation, debate	Participants
3	Interview	Person(s) interviewed
4	Lecture	Lecturer
5	Narration (real and not fictitious)	Narrator
6	Mediumistic communication	Medium(s) and not the disembodied souls

Example:

Consider the book whose title page reads as follows:

Plasma Physics: A Course Given by S Chandrasekhar at the University of Chicago. Notes compiled by S K Trehan.

The Author of the book is S Chandrasekhar. Trehan is only the Reporter—that is, a Collaborator.

2 Correspondence

In the case of correspondence, the correspondent(s) should be taken as joint author(s). If, however, the document contains the

correspondence of one person only with several others—then the one person alone may be taken as the author.

3 Map and Atlas

The cartographer should be taken as the author of a map or atlas.

4 Dependent Work

Dependent Work is a work got by some modification of another work or by the augmentation of it. The modification or augmentation, as the case may be, need not necessarily be by the author of the original work. It may be done by some other person or corporate body. Conflict in authorship arises in respect of the original author and the modifier or the augments. The decision in such cases is to be in accordance with Sec GB5 and GB6.

5 Author of the Original

The author of the **Original** should be taken as the **Author** of the following kinds of dependent works:

- | | |
|---------------|---------------|
| 1 Abridgement | 4 Revision |
| 2 Adaptation | 5 Selection |
| 3 Paraphrase | 6 Translation |

6 Author of Dependent Work

The author of the **Dependent work** should be taken as the **Author** of the following kinds of dependent works:

- | | |
|------------------------|------------------------------|
| 1 Commentary | 91 Novelisation |
| (Of greater importance | 92 Parody |
| than the basic work) | 93 Sequel |
| 2 Concordance | 94 Supplement |
| 3 Continuation | 95 Versification |
| 4 Dramatisation | 96 Version in the same or |
| 5 Imitation | another language, which |
| 6 Index | has sufficient new qualities |
| 7 Libretto | in thought and/or expres- |
| 8 Music-setting | sion to deem it an inde- |
| | pendent work on its own |
| | right. |

CHAPTER GC

PERSON VS CORPORATE BODY

0 Introduction

The title-page of a document may indicate corporate authorship or may contain the name of a corporate body, in addition to containing the name(s) of person(s). Such a document raises a conflict in authorship. This conflict can be resolved in most cases by observing the rules given in this chapter.

1 If the title-page mentions the name(s) of person(s) only in the author-statement and does not mention or indicate the name of any corporate body(ies) other than the one(s) belonging to the publishing trade mentioned in the imprint, the work in the document is of personal authorship.

2 If the title-page does not mention the name(s) of person(s) in the author-statement, but mentions or indicates somewhere in itself or in the overflow of title-page the name of a corporate body(ies) other than a body belonging to the publishing trade mentioned in the imprint, and if there is also internal evidence of corporate authorship, the work in the document is of corporate authorship; provided that, even in the case of the name(s) of the corporate body(ies) mentioned in the imprint being only that of a body belonging to the publishing trade, if it is a work by the corporate body itself—such as its catalogue, administration report, history—the work in the document is of corporate authorship.

3 If the title-page mentions or indicates the name(s) of a corporate body(ies) other than a body belonging to the publishing trade mentioned in the imprint, and also the name(s) of person(s) in the place usually giving the name of the author.—

31 The work in the document is of corporate authorship, if it is of a deliberative, legislative, directive, judicial, administrative or routine character limited by the purpose or function or outlook of the corporate body. The mere fact that a document is published, financed, aided, approved, sponsored, or authorised by a corporate body is not sufficient reason to deem the work in

it to be of corporate authorship, and not to be of personal authorship.

32. The work in the document is of personal authorship, if its primary function is the extension of the boundary of a field of knowledge or its intensification, and the responsibility for the thought and expression of it rests on the person and not on the office held by him in the corporate body, in spite of his being a paid or an honorary employee or a member of the corporate body. The mere mention of the personal name of an official of the corporate body in the place in which author's name is usually mentioned in a book, is not sufficient reason to deem the work in it to be of personal authorship and not to be of corporate authorship.

4 Legal Publication

Legal publications raise certain issues of their own in regard to authorship. For example, a bill is usually the work of a Ministry. Its modification may be the work of a Select Committee. The Act, before the assent of the Head of the State, is the work of the Legislature. These cases give no difficulty. But the final Act is the work of the Legislature and the Head of the State. Constitutionally, the part of each of these limbs of the government is of equal weight. Quantitatively, they are quite unequal. Further, the details have to be filled up usually by the Executive or even by a Department. For these reasons, we may have the following Rule:

41 The whole government should be taken as the author of an Act and a collection of Acts, with or without the Rules framed under them.

Another difficulty may arise in respect of legal publications. Editions of an Act may be brought out by a private author with notes, commentaries, and case laws in various degrees of proportion. Such publications are perhaps best treated according to Sec GB82.

42 An edition of an Act, brought out by a private author with introduction, notes, commentaries, case laws, and over-all observations, should be treated as provided in Sec GB6.

5 **Person vs Conference.**—A Conference is deemed author only of its agenda, minutes, resolutions, report of proceedings, and similar collectively created thought. But a collection of

GC5**CLASSIFIED CATALOGUE CODE**

learned papers or memoranda presented by person(s) or corporate body(ies) at the conference is deemed to have the respective person(s) or body(ies) as author(s).

CHAPTER GD

CORPORATE BODY VS CORPORATE BODY

1 GOVERNMENT VS INSTITUTION

Several institutions are government-owned or nearly so. Some of these are autonomous. Some are managed directly by government as if they were departments or other organs. There are all possible grades of transition from an unmistakable organ of government to an independent institution. Now and again, there is also shift of the same institution in course of time from the status of an independent institution to any status short of an unmistakable organ and vice versa. A useful test is this:

Organ of first remove is usually mentioned in a modern written constitution. On the analogy of this, organ of first remove of a nation with unwritten constitution may be recognised.

Another fact has to be remembered. There is a tendency for the state to take up more and more functions, beyond the traditional and primary ones of government—viz, policy decision, legislation, defence, judiciary, and administration. It takes up many service functions such as:

- 1 Construction and maintenance of high-ways, bridges, harbours, airports and such other essentials of transport;
- 2 Astronomical and meteorological observations through its own observatories;
- 3 Transport systems such as railways, tramways, bus system, and airways;
- 4 Communication systems such as postal, telegraph, telephone, wireless and radio services;
- 5 Healing the sick and wounded through its own hospitals and its own sanatoria;
- 6 Teaching through its own schools, colleges, and universities; and
- 7 Banking service through its own banks.

Perhaps none of the above seven categories except the first is usually included among the primary functions of a government. At any rate, this may be adopted as a cataloguing convention.

But for such a convention, most institutions will come into the category of organs of government, as the state progresses towards socialisation. In a truly totalitarian state, there may not be any corporate body other than the government and its organs. To break up this octopus-type of governmental authorship, cataloguing practice has to adopt a convention to distinguish between an organ of a government and an institution. The conventions may be put in the form of Sec GD2 and GD3.

2 Government as Author

For a work bearing on the discharge of primary functions—administration report, report of deliberation, direction, and any kindred work embodying thought created and expressed by an organ of government of first remove, second remove, etc as defined in Sec FC21 to FC217—the government or its appropriate organ(s), as the case may be, should be taken as its author.

3 Institution as Author

Any autonomous or even non-autonomous organisation, engaged in the work of research, production, commerce and supply of commodities and services to the public, may have to be taken to be the institutional author for an work for whose thought and expression it is responsible. It is so even if the institution is owned and managed by the government.

4 Elusive Cases

The above-mentioned criterion to distinguish between governmental and institutional authorship will be sufficient in most cases. But there will occasionally be refractory cases baffling this criterion. No help except the personal judgment of the cataloguer will be of avail in such cases. By a periodical review of such elusive cases, the criterion can be made progressively sharper.

5 Ecclesiastical Polity

Ecclesiastical polity has features similar to those of a government. There are organs of different removes from the central authority. There are also autonomous institutions. The criterion to resolve conflict of authorship between an ecclesiastical organ and institution is similar to that for the conflict between a governmental organ and institution, as given in Sec GD2 and GD3.

6 Institution vs Institution

The criterion to resolve the conflict about authorship between a parent institution or one of its organs on the one side, and an autonomous affiliated institution on the other is similar to that for the conflict between a governmental organ and institution as given in Sec GD2 and GD3.

7 **Delegation—Conflict about Parent Bodies**

Delegation to a conference or an international body such as the United Nations appears to be amphibious. A delegation is itself a corporate body. It implies the existence of two other corporate bodies—**Delegated-from-Body** and **Delegated-to-Body**. The kind of document, about whose authorship conflict arises, may comprise memoranda submitted, resolutions tabled, and utterances made, by the delegation at the conference, and report by the Delegation to the Delegated-from-Body. There is no doubt about the authorship belonging to the Delegation. But the Delegation is not an independent body. It is only an organ. The name of the body of which it is an organ should be mentioned along with its own name to establish its identity. The question is, "Is it an organ of the Delegated-from-Body or of the Delegated-to-Body?" The answer to this question depends upon the answer to another question: "Which body takes the ultimate responsibility for the thought-content of the document created by the delegation? Is it the Delegated-from-Body or the Delegated-to-Body?" There can be no difference of opinion about the answers to these questions. The answers lead to the following Rule:

71 The **Delegated-from-Body** should be taken to be the parent body of a **Delegation to a Conference** or to a body such as the United Nations or a Peace Conference in respect of any work embodying any thought and expression created by the Delegation.

8 **Synopsis of Cataloguing Conventions**

The following is a synopsis of the cataloguing conventions more or less stabilised at present, in deciding the corporate body to be deemed the author of a work—parent body or an organ of it on the one side and a dependent of affiliated institution on the other.

Group 1

81 Each of the following **Institutions** should be taken as **Author** of its works, as if it were independent of the parent body, if any exists, be it government or institution:—

Abbey	Church (place of	Foundation
Bank	worship)	Guild
Board of Trade	College	Masonic Body
Cathedral	Convent	Monastery
Cemetery	Endowment	Mosque
Chamber of	Exchange (Money)	Mutt
Commerce	Firm of Enterprise	Park

GD81: CLASSIFIED CATALOGUE CODE

Political Party	School	Telephone Exchange
Post Office	Stock Exchange	Temple
Produce Exchange		
Religious Order	Telegraph Office	University

Group 2

82 Each of the following **Institutions** should be taken as **Author** of its works as if it were independent of the parent body, if any exists, be it government or institution, **provided it has a distinctive name:—**

Botanical Garden	Experimental Station Festival	Museum Observatory Shop
Chapel	Hospital	
Exhibition	Laboratory Library	Zoological Garden

If any of the above institutions has **no distinctive name**, it should be treated as an **organ** of its parent body.

Group 3

83 Any formal or informal group of the members of a parent body formed for recreative, ameliorative or any other economical or social purposes should be treated as an **organ** of the parent body even if it has a **distinctive name**.

Group 4

84 Each **Section** or **Branch** of an institution should be taken as **Author** of its work, as if it were independent of its parent body, provided it has a **distinctive name not involving the name of the parent body**.

If a section or a branch has **no distinctive name not involving the name of the parent body**, it should be treated as an **organ** of the parent body.

Group 5

85 Each International Institution or Conference—isolated or continuing,—of private persons, non-governmental institutions, or national governments should be taken as **Author** of work made up of its deliberations.

91 Refractory Cases

The preceding Rules of this Chapter will prove sufficient to resolve the conflict that may arise in respect of authorship in most of the cases. The commentaries in Sec GD4 and GD7 and their subsections amount to some loud-thinking in resolving the conflict in some of the difficult cases in the light of the definition of authorship and the Sec given in this Chap. All the same, it cannot be asserted that every possible refractory case involving conflict in authorship can be solved unambiguously. New guiding principles will have to be evolved as and when new types of refractory cases arise. A few more discussions and directions are given here. These are chosen to counteract a wrong tradition brought into vogue by the Anglo-American Code.

911 CHARTER

The author of the charter granted by a government to a city or a rural district or any other body is the government and not the recipient of the charter. For, the charter is a document, for the thought-content and the expression of which the government is responsible.

The prescription in Rule 87 of the Anglo-American Code implies a violation of this fact, if it is to be taken as a rule for author-entry.

912 LAW OF TERRITORY

The author of a law of a territory promulgated by a suzeraine power is the government of the suzeraine power and not that of the territory. For the law in question is a document, for the thought-content and expression of which the government of the suzeraine power is responsible.

The prescription in Rule 84B of the Anglo-American Code implies a violation of this fact, if it is to be taken as a rule for author-entry.

913 CONSTITUTION OF DEPENDENCY

The remarks are similar to those for Law of Territory.

914 DECISION OF A COURT OF LAW

A Court of Law is the author of any of its decisions or a collection of them.

915 REPORT OF LEGAL PROCEEDINGS

A report of the legal proceedings in a Court of Law raises some conflict in

regard to its authorship. A full report of the case will contain an account of the plaintiff and the defence statements of all the parties concerned. It may also contain a verbatim report of the chief-examination and the cross-examination of the parties and the witnesses. It may further contain the arguments of the advocates of all the parties. It must necessarily contain the verdict of the jury, if any, and the judgment of the court. Even if the report is brief, it will contain a summary of all these elements. The different elements have different authors. And yet, the contribution of each is not conveniently separable from those of the others. At the same time, the report cannot be regarded to be of joint-authorship, as the portion for which each author is responsible is specified. Perhaps, it resembles a document embodying correspondence between several persons. There, however, the thought-content of the document gets developed jointly by all the correspondents. Such a description cannot apply with sufficient propriety to the report of legal proceedings of a case in a court. Can we take the following view? It is the court which co-ordinates and guides the course of the proceedings, and finally summarises the entire proceedings and gives the judgment. The real focus or the culmination of the report is the part played by the court from the beginning right up to the judgment. Therefore, the court may be taken as the author of the report of the legal proceedings of a case tried by it.

CHAPTER GE

NAME OF ORIGINAL AUTHOR MERGED IN TITLE

1 Introduction

Some works are almost immortal. They have elements of permanent value. They are saturated with the personality of the author, which itself is very powerful and highly organized. It is usually a seminal book cutting new ground, blazing new trail, stimulating new thought, and so on. It gets printed repeatedly even after centuries. It stimulates other works on itself. Such a work is called a classic (*See* Sec FA7). Since a classic outlives the author, the title page of any later edition of it has often necessarily to contain the name of a collaborator as editor or as translator or in any other capacity. The author's name may be merged in the title of the work. It may even happen that the name of the original author is totally absent from the title page. The conflict of authorship in the case of classics is dealt with elsewhere (*See* Chap GB).

11 LONG-LIVED WORK

We are only concerned here with other fairly long-lived works. The essential value of such a long-lived work does not centre round its seminal nature or on the personality of the author or on the elements of permanent value contained in it so much as in classics. On the other hand, it embodies current knowledge or current information. For this reason it has to be revised and brought up to date from time to time. In other words, its current validity essentially requires correction or omission of old matter and addition of new matter from time to time. But the framework of the original edition is retained in all the successive editions. Such a work often occurs in all the sciences—particularly in the taxonomic works of natural sciences, medical works, and legal works.

12 EXTENT OF CHANGE

At one extreme, the change in a new embodiment of a long-lived work may be slight—that is, it may affect only a small fraction of the work. At the other extreme, it may affect most of the work—at any rate, more than half the work. The change-over from the one extreme to the other may be in gradual steps from embodiment to embodiment.

13 NEED FOR COLLABORATOR

From certain edition onwards, a long-lived work of the nature described above will necessarily require a collaborator. It may be due either to the incapacity of the original author or to his having been dead. Surely thereafter, the original author can have no responsibility for the changes made in the later editions. The entire responsibility for bringing the work up to date falls on the collaborator alone. This factor has resulted in the title page of the later editions reflecting the change of responsibility in diverse ways.

2 Examples

Example 11:

Dewey/Decimal Classification/and Relative Index/Devised by/Melvil Dewey/16 Edition/Volume 1/Tables/Forest Press Inc/Lake Placid Club/Essex Country/New York.

First published anonymously in 1876 under the title: *A Classification and Subject Index*. Ed 2 to 14 published under the title: *Decimal Classification and Relative Index*.

In P 19, the Editor's Introduction says, "The editors have tried to provide enough subdivisions but not too many... In this respect the 16th edition varies distinctly from earlier editions... Edition 14 has 31,364 separate entries in the Tables... While edition 16 has 17,929.

"There are in this edition 1,603 relocations. Of these 832 are total, meaning that the entire number has been 'dropped'."

On P 27 the Editor's Introduction is signed "Benjamin A Kuster/Editor." Thus, there is no doubt that there is a considerable alteration in ed 16. About 10 per cent of the classes have been relocated. The number of classes has been nearly halved. This has certainly involved a good deal of judgment. Surely no responsibility for this can go to the original author Melvil Dewey who died two decades earlier. The responsibility can only rest with the editor Kuster. But Kuster has not allowed his name to be printed even in the Collaborator Statement in the title-page.

The only hint that somebody other than the original author has played a large part in Ed 16 is to be found in the Author-Statement. In that statement we find "Devised by Melvil Dewey."

Another peculiarity is that there is no mention either in the Foreword or in the Editor's Introduction of the policy decision to merge the original author's name in the title, though it is found to be merged in the title-page.

Example 14:

Rider's/International/Classification/for the arrangement of books/on the shelves of general libraries/By Fremont Rider/Librarian Emeritus, Olin Memorial Library,/Wesleyan University/Preliminary Edition/Printed as manuscript for the receipt of corrections, amendations and amplifications./The Author/Middletown, Conn./1961.

This example is of a different kind. The author's name is merged in the title by the author himself, in addition to his name appearing in the 'Author-Statement' in the title-page.

Example 221:

James Duff Brown's/Manual/of/Library Economy/ Seventh Edition/ Completely rewritten/By/R Northwood Lock F L A/Grafton & Co/London/ 1961.

Unlike in example 231 the title-page indicates Lock's role as a reviser of Brown's work.

Example 222:

Thomson's Outlines/of/Zoology/Revised by/James Ritchie, M.A., D.Sc. Ninth Edition/Geoffrey Cumberlege/Oxford University Press/London New York Toronto.

Extract:

"The present edition, the first to appear since the death of Sir J Arthur Thomson, has been carefully revised, and apart from amendations, rearrangements and additions suggested by advancing knowledge, takes more cognizance of fossil forms, without which a just survey of animal progress is impossible. The short section on tissue structure has been expanded and illustrated, and I have made close upon a hundred new figures to supplement the text and to replace diagrams less suitable, particularly in connection with animals customarily examined in first courses . . ."

Ed 8 1929; Ed 9 1944.

In this case probably the change introduced is not sufficient to justify regarding Ritchie as the author instead of Thomson.

Example 231:

James Duff Brown/Manual of/Library Economy/Sixth Edition/By/W. C. Berwick Sayers/Lecturer in Public Library Administration in/The University of London School/of Librarianship/Illustrated/London/Grafton & Co.,/1949.

In this case, it is not merely the family name "Brown" that is merged in the title, but the full name including the words forming the personal name. This may tempt one to treat Brown as the Author of the work, though his name does not occur in the Author-Statement. But this would be a violation of the Canon of Ascertainability. This view has a further support in Ed 7 as example. There what is merged is not the word group "James Duff Brown," but "James Duff Brown's."

While Lock states in the title-page of ed 7 that he has "completely rewritten" the work, Sayers does not say whether he is a reviser or editor. His name just occurs in the Author Statement on the title-page. This definitely implies, according to the Canon of Ascertainability, that he should be taken as the author of the work contained in ed 6. This gains support in the following words occurring in the preface: "Hardly a page of Brown's now remains, but the book was his and his name will always be associated with it." This statement is delightedly vague in respect of the conflict of authorship. Perhaps this is sufficient ground to infer that the intention is that Brown should not be taken as the author of the work contained in ed 6.

There is, however, something in usage which may shake a cataloguer from the straight path laid down by the Canon of Ascertainability. For, in common usage the book is referred to as "Brown and Sayers."

Example 232:

Archbold's/Pleading, Evidence and Practice/in/Criminal Cases/Thirty-third Edition/By/T R Fitzwalter Butler/of the Inner Temple and Midland Circuit,/Barrister-at-Law, Recorder of Newark/and/Marston Grasia/of the Middle Temple and South Eastern Circuit,/Barrister-at-Law/London/Sweet and Maxwell Limited/2 & 3 Chancery Lane W C 2/1954.

Extract from the Preface:

"The 32nd edition had to incorporate the then very recent and far-reaching changes introduced into the administration of criminal law by the passing of the Criminal Justice Act, 1948, and the adaptation of the book so as to include these manifold new developments was at that time the chief concern of the editors . . . has necessitated alterations great in number and occasionally of importance in substance."

Information about previous editions:

Ed 1 1822 by J. F. Archbold; Ed 6 1835 by John Jervis; Ed 9 1846 by W. N. Welsby; Ed 16 1867 by W. Bruce; Ed 22 1900 by W. F. Craies and G. Stephenson; Ed 31 1943 by T R F Butler and M Grasia.

In this case more than a century has passed since Archbold wrote his book. It is still Archbold only in the Irish sense—of the table knife in the family being still the same which has been used continuously for five hundred years, each year one and only one part being renewed—handle in one year, blade in another and so on. The pattern of the book might have been continued but the thought-content should have become totally different. In this case it is probably more appropriate to take the word Archbold as the first word of

the title, instead of promoting it to the Heading, and some other appropriate person as the author. However, the book is likely to be sought under the word 'Archbold.' This situation is met by the book getting a title entry as a result of its being a Proper Name Title (See Sec FB 93).

Example 233:

Sear's List/of Subject Headings/Seventh Edition/By/Bertha Margaret Frick/Associate Professor, School of Library Service, Columbia University/With Practical Suggestions for the Beginner/in Subject Heading Work,/by Minnie Earl Sears/New York/The H W Wilson Company/1950.

Extract from the Preface:

"In recognition of Miss Sear's pioneer and fundamental contributions, in the sixth edition the title was changed into 'Sear's List of Subject Headings', the name by which it is usually cited. . . . New subjects for this edition have been gathered . . . Many references have been added for these new subjects as well as for those already in the List, when it seemed desirable. On the other hand, some of the outmoded references have been removed . . . Some subjects have been changed to agree with changes made in the Congress Library headings."

In this case Frick, responsible for the seventh edition, does not even designate herself as a reviser or editor. Her name appears in the Author-Statement and not in the Collaborator Statement in the title-page. But the content of the book does not differ from the last edition, which Sears herself brought out sufficiently to deny to Sear's name the right of becoming the heading.

Example 32:

Mellor's Modern/Inorganic Chemistry/Revised and Edited by/G. D. Parkes, M.A., D.Phil./Fellow of Keble College/Oxford/in collaboration with/J. W. Mellor, D.Sc./With diagrams and illustrations/Longmans, Green and co./London. New York, Toronto/(1939).

Preface:

"This new edition of Mellor's *Modern inorganic chemistry* embodies extensive changes in comparison with the previous editions. . . . Mellor's *Modern inorganic chemistry* was first published in 1912 and very quickly achieved widespread popularity in many parts of the world. It had run to eight editions . . . when it became clear that in preparing a further edition and time had come for a drastic revision and re-arrangement of its contents. The present volume is the consequence. By the time that this decision had been made, Dr Mellor was, unfortunately, in failing health, and this in conjunction with his numerous commitments made it necessary for the work of revision to be undertaken jointly. Although Dr Mellor passed away before it could be published, he had given a final revision to the whole of the joint work in manuscript form; so that the new edition is now issued with the confidence that it has his full authority."

In this case, G D Parkes, the editor has collaborated with Mellor, the original author of the work. The name of the editor and that of the original author are given in the Collaborator Statement.

This is an unusual case. Virtually during the very life-time of the author his name loses its place in the Author Statement and occupies only a secondary position even in the Collaborator Statement. But to signify that the book was that of Mellor, his name has been fused with the very title of the book as its very first word. Thus those who look for it under the name Mellor in the catalogue will not miss it. For, the new title is a Proper Name Title. As such it will have a Proper Name entry.

Example 33:

May's Chemistry/of synthetic Drugs/Fifth edition/*Revised and rewritten by*/G. Malcolm Dyson/M. A. (Oxon), R.Sc. (London) F.R.I.C., M.I. Chem. E.F.I.S./in consultation with Percy May/D.Sc. (London), F.R.I.C., C.P.A. (Longmans)/(1959).

Preface:

"The fifth edition of this work has very drastic rewriting of all sections. The enormous growth of the subject since the publication of the fourth edition in 1939 has made the sub-division into chapters according to chemical classification unworkable. The broadening of the number of organic chemical types showing specific therapeutic action has been so great that any attempt to preserve the original chemical subdivisions would involve much overlapping of chapters. We have therefore redistributed the material according to the main biological activity of the drugs, except for a part of the field of chemotherapy where the retention of special sections devoted to the consideration of general antiseptic, dyestuff, sulphonamides and organo-metallic compounds assist in clarifying the subject matter."

The fact that the preface is signed by both Dyson and May, confirm that the fifth edition is a joint product. However, the title-page mentions May as a consultant to Editor Dyson. In this case May is further removed from the author's position than Mellor in the previous example. For, Mellor was at least a co-editor whereas May is only consultant to the editor.

Example 43:

Garrison and Morton's/Medical Bibliography/An Annotated Check-list of Texts/Illustrating the History of Medicine/By/Leslie T Morton/Information Officer, British Medical Journal;/Formerly Librarian,/St. Thomas's Hospital/Medical School/Second Edition/London/Andre Deutsch/A Grafton Book/1961.

Extract from the Introduction to Ed 2:

"The publication of a second edition of this bibliography has provided opportunity to close some gaps and to bring the book into line with recent discoveries in medicine. Several sections have been considerably expanded and the whole work has been completely overhauled, although no attempt

has been made to come close to the present in all subjects. About 1,400 entries have added and a few removed. The total number of items (6,808) includes some 3,800 from Garrison's original *Check List*."

Extract from the Introduction to Ed 1

"To Sir William Osler belongs the credit of first suggesting such a work as this. The late Fielding H Garrison carried his suggestion into effect, and the list compiled by him appeared in the *Index-Catalogue of the Library of the Surgeon-Generals Office*, Washington, 1912, 2nd Series, xvii, 89-178. Garrison himself wrote that he used the list "as convenient scaffolding for a book on the history of medicine . . . Later Garrison revised the list and republished it in the *Bulletin of the Institute of the History of Medicine*, Baltimore, 1933; i, 333-434, entitling it, A Revised Students' Check-List of Texts Illustrating the History of Medicine," and it is this later Check-List which forms the basis of the present work. Much has been added and a little deleted. The Check-List 1933 contained 4,186 entries, of which 3,826 have been retained, and to which 1,680 new entries have been added. . . . Many sections have been expanded, and modern representative works have been added in most sections."

In the title-page of ed 1 of the work, the name of Morton occurs in the Collaborator Statement, as a reviser. But in ed 2 his name occurs in the Author-Statement of the title-page.

Example 52:

Blakiston's/New Gould/Medical Dictionary/A modern comprehensive dictionary of the terms used in/all branches of medicine and allied sciences, including/medical physics and chemistry, dentistry, pharmacy/nursing, veterinary medicine, zoology and botany, as well/as medico—legal terms with illustrations and tables/Editors/Harold Wellington Jones, M. D./Normand L Hoerr, M. D./Arthur Osol, Ph.D/with the co-operation of an Editorial Board/and 80 contributors/252 illustrations on 45 plates, 129 in color/First Edition/The Blakiston Company/Philadelphia. Toronto/1951.

Preface:

"*Blakiston's New Gould Medical Dictionary* is a completely new reference work. Based upon *Gould's Medical Dictionary*, which through many editions since 1890 has carried on the tradition of scholarship laid down by the first editor, this new work reflects, much more accurately and thoroughly than could a mere revision, the advances of recent years in the various fields of medicine and the allied sciences. The Editors were convinced that even the most judicious modernization of older material would prove inadequate to the need. They therefore undertook the preparation of an entirely new work—a task which they approached with full realization of its difficulty and one which they now complete with an enhanced realisation of the problems and complexities of modern lexicography."

The progressive changes in the title of this work are worth recording.

What is more, with every change in title, edition numbering is restarted with one. Here is the table of information:

<i>Title</i>	<i>Year</i>	<i>Ed N</i>
New Medical Dictionary	1890	1
Illustrated Dictionary of Medicine, Biology, and Allied Sciences	1894	1
Dictionary of Medical Terms	1904	1
Gould's Medical Dictionary	1926	1
	1928	2
	1931	3
	1935	4
	1941	5
Blakiston's New Gould Medical Dictionary	{ 1949	1
	{ 1956	2
		(current)

3 Variety of Practices

The above examples indicate the possibility of the following varieties of practices:

<i>Original Author's Name in the title-page</i>	<i>Collaborator's Name given in the title-page in the place of</i>	<i>See Example N given in Sec 2</i>
(1)	(2)	(3)
1 Merged in the title and also retained in the place of the Author's name	11 (Omitted altogether) 12 Collaborator's Name 13 Author's Name 14 (No Collaborator)	11 — — 14
2 Merged in the title, but not retained in the place of the Author's Name	21 (Omitted altogether) 22 Collaborator's Name 23 Author's Name	— 221; 222 231; 232; 233
3 Merged in the title, not retained in the place of Author's Name, but mentioned in the Collaborator Statement	31 (Omitted altogether) 32 Collaborator's Name 33 Author's Name	— 32; 33 —
4 Merged in the title along with Collaborator's Name	41 (Omitted altogether) 42 Collaborator's Name 43 Author's Name	— — 43
5 Merged in the title but occulted by the first word of the title being that of the publisher	51 (Omitted altogether) 52 Collaborator's Name 53 Author's Name	— 52 —

No doubt no example has been given for 12, 13, 21, 31, 33, 41, 42, 51, and 53. But examples may be forthcoming, if they do not already exist.

4 The Conflict

Whose name are we to use as the heading of the Main Entry in such cases ? That is the conflict. At a deeper level, this question implies another, namely, who is the author of the successive editions of the work ?

The person who easily has the knowledge to resolve the conflict is the one who brings out the later editions. Even the decision by him is subject to common human frailties affecting him. He may be too sentimental and either give the name of the original author as **The Author** in the title page and give his own name only as a collaborator, or he may even omit his name altogether from the title-page, even when more than half of the work embodied in the new edition is different from the work of the original edition.

At the other extreme, an egotistic editor of a new edition may omit the name of the original author and insert his own name as the author even though the change in the work embodied in the new edition is much less than half of the original work. The merging of the name of the original author in the title may be due to one of three causes:

- 1 It may be in recognition that the frame work designed by the original author continues to be valid though the details need change from time to time.

- 2 It may be out of deference to the memory of the original author.

- 3 It may be as a means of having the benefit of the goodwill established for the work by the original author.

5 Follow the Canon of Ascertainability

The safest course to determine the choice of the heading is to rely on the Canon of Ascertainability—that is, by what is indicated in the title-page, rather than sit in judgement over what is given in the title-page.

6 The Result

The result of so relying on the Canon of Ascertainability will be as follows:

<i>Example N as given in Sec 2</i>	<i>Heading to be chosen</i>	
11	Dewey (Melvil)	
14	Rider (Fremont)	
221	Lock (R Northwood), <i>Rev.</i>	
222	Ritichie (James), <i>Rev.</i>	
231	Sayers (William C Berwick)	
232	Butler (T R Fitzwalter)	
233	Frick (Bertha Margaret)	
32	Parkes (G D) and Mellor (J W), <i>Ed.</i>	
33	Dyson (G Malcolm), <i>Ed.</i>	
43	Morton (Leslie T)	
52	Jones (Harold Wellington) etc, <i>Ed.</i>	

7 A Suggestion

Even if the Canon of Ascertainability is adhered to, this class of books would baffle the Canon of Consistency. Perhaps this stage of uncertainty is neither necessary nor unavoidable. The Entry Statements for Author and the Collaborator to be given at the back of the title can be used by the person responsible for an edition to indicate clearly what the intention is. If the name of the original author should go only with the title, his name should not be mentioned on the back of the title-page. Further, the role of the person responsible for the edition should be definitely described on the back of the title-page. The Standards Organisations in different countries and the International Standards Organisation should strive to bring such a standard into vogue.

PART H

NAME OF PERSON

CHAPTER HA

INTRODUCTION

Examples will be found in Chap JA, Part 4 and in the later Sec of this Chap.

0 Places of Occurrence

A Name-of-Person occurs in most of the entries of a library catalogue. It occurs in the Headings of entries. It also occurs in their Title-Sections. In a Heading it may occur as the name of an Author, or of a Collaborator of one kind or another, or of a person forming the subject of study, or of a person whose name forms the title of a document. It may occur in a Title-Section in any of the above ways except as name of author. The variety of ways in which a Name-of-Person can occur increases the frequency of its occurrence in entries. A Catalogue Code has, therefore, to pay special attention to a Name-of-Person. Its features creating problems in cataloguing are:

- 1 The number of words in it;
- 2 Their grammatical nature;
- 3 Their functions;
- 4 Their sequence;
- 5 Their relative potency; and
- 6 The complexities in their structure.

1 Number of Words

In the far-off days, the number of persons writing books was small. Formation of homonym among names of authors was not frequent. Therefore the name of an author often consisted of one word only—such as, Valmiki, Homer, and Kalidasa. However, the increase in the number of persons writing and written upon has led to many-worded Names-of-Persons. Apart from the need to have an extra word to resolve homonym, additional words began to cumulate for one reason or other. In Names-of-Persons of Arabic origin or influence, we come across the largest number of words. Is the cataloguer to retain all these words in the Headings in full? Can any of the words be removed? Can any of the words be abbreviated? Such questions arise today. An author himself reduces some of the words in his name to their initial letters. Is the cataloguer to retain them as they are? Or, is he to expand them to their full names?

2 Nature of the Words

The essential words in a Name-of-Person are Proper Nouns. Some

Names-of-Persons include also common nouns and auxiliary words, such as article, preposition, and adjective. When the language of a Name-of-Person is quite foreign to the cataloguer, it may be difficult for him to recognise the nature of the Words. Modern intercourse among nations brings into a library books published in diverse languages. It will be difficult for any cataloguer to know all the languages. This causes a difficulty. Can the Catalogue Code provide any aid in this matter ?

3 Functions of the Words

Some help can be formulated as we consider the functions of the words in a Name-of-Person. The Proper Nouns are irremovable.

31 PROPER NOUN

Some of the Proper Nouns denote the Given Name of the person. These words are essential in the Name. One or two of the words may denote the Family Name. It occurs in some cultural groups; and it does not occur in others.

32 COMMON NOUN

Common Nouns may or may not occur in a Name-of-Person. If they do, they may denote some attributes of the person such as academic, civic, military, ritualistic, or other distinction, or the profession of the person or some or his dominant ancestors. They may also denote denomination by caste, creed, or religion. Some may be terms of respect. Most of these are removable. Some are irremovable attachments to the proper nouns in certain cultural groups. Can the Catalogue Code help the cataloguer of a foreign culture to distinguish between the removable and the irremovable common nouns ?

33 AUXILIARY WORD

The auxiliary words are peculiar to certain cultural groups only. They occur between the Given Name and the Family Name. They are deemed irremovable.

4 Sequence of the Words

Every conceivable sequence is found in a Name-of-Person among the Given Name, the Family Name, and the common nouns, and the auxiliary words.

41 POSITION OF COMMON NOUN

The common nouns may lie at the very beginning, or at the end, or anywhere in the middle as in Buddhistic or Viet-Nameese Names-of-Persons. They cannot, therefore, be spotted out in every case by their position, and removed.

42 FAMILY NAME AT THE END

In a Name-of-Person of European, Japanese, Marathi, Gujarathi, Sindhi, Kashmiri, Bengali, Oriya, and Assamese cultural groups, the Family Name occurs last; and the Given Name precedes it. Of the words forming the Given-Name the one specific to the individual usually comes first; and those of father, godfather, or patron may come thereafter in European, Marathi, and Gujarathi Names.

43 FAMILY NAME AT THE BEGINNING

In a Name-of-Person of Chinese, Viet-Nameese, Malayalam, Kannada, and Telugu cultural groups, the Family Name comes first and the words of the Given Name come thereafter.

44 GIVEN NAME THE LAST PROPER NOUN

In a Name-of-Person of Tamil, Malayalam, Kannada, Telugu and Viet-Nameese cultural groups, the last proper noun is usually the Name specific to the individual.

45 TAMIL NAME

In Tamil the preceding proper nouns may be the names of father and place of birth or place of ancestors.

46 BURMESE AND HINDI NAMES

In a Name-of-Person of the Burmese cultural group and in some Names-of-Persons of the Hindi cultural group, the Given Name alone occurs without any other proper nouns.

5 Potency of the Words

51 COMMON NOUN

If there is any common noun in a Name-of-Person, which is an irremovable attachment, it has no potency as a result of its being a common noun. It has no claim to become the Entry Element.

52 PROPER NOUN

Among the proper nouns, either the Family Name, or the word in the Given Names specific to the individual, may have greater potency than the other.

53 POTENT FAMILY NAME

In Western, Japanese, and Chinese names, the Family Name is drawn from a far more extensive and larger group of words than the Given Name. The group of the former runs to many thousands, while the group of the latter does not have more than a thousand words or so. Therefore, in a Name-of-

Person in those cultural groups, the Family Name has a greater potency than the Given Name. It has, therefore, a greater right than the Given Name to become the Entry Element.

54 VIET-NAM

On the other hand, in a Name-of-Person of the Viet-Nameese culture, the Family Name has to be only one out of about two hundred words. It is, therefore, not usual to make it the Entry Element.

55 THAILAND

In Thai culture, the Family Name was brought into use only after 1916. Its number is still small. It is, therefore, not usual to make it the Entry Element.

56 BENGAL

In a Name-of-Person of Bengali culture, the Family Name has to be drawn from a group of less than 1000 words; while the Given Name has a very large group running to many thousands to draw from. In spite of this, the English-educated persons prefer to give the Family Name the status of Entry Element. But there is a section of opinion in Bengal which would deny it that status.

57 POTENT GIVEN NAME

Generally speaking in Indian, Burmese, Ceylonese, and Islamic cultural groups, the Given Name has great potency. It is chosen as Entry Element in a Name-of-Person in Tamil, Malayalam, Kannada, Telugu, Burmese, Ceylonese and Islamic cultural groups.

58 NAMES FOR INVESTIGATION

The relative numerousness of the reservoir of Family Names and Given Names in the Marathi, Gujarathi, Hindi, Oriya, and Assamese cultures needs investigation, to see if the status of Entry Element given to the Family Name satisfies the Canon of Prepotence.

6 Complexities of Structure

61 COMPOUND NAME

Compound Family Names and Given Names form one kind of complexity in Names-of-Persons. In some cases the components are linked by a hyphen or by a conjunction or by some other auxiliary word. In some other cases there is no such visible indication that two or more words together form a compound Family Name or a compound Given Name. This happens in Names-of-Persons in Bengali, Marathi, Gujarathi, Sinhalese, and the Islamic cultural groups of India and Pakistan. Can the Catalogue Code give aid to foreign cataloguers in this matter ?

62 NAME OF MARRIED WOMAN

A Compound Family Name among the Names of married women of some of the European cultural groups present great difficulty. It is a compound of the Family Names of the Husband and the Wife. Their sequence varies. The connecting word also is not the same. Their claim to the status of Entry Element cannot be determined by their position alone. Can the Catalogue Code give aid to foreign cataloguers in this matter ?

63 AUXILIARY WORD

The auxiliary word between Given Name and Family Name in European cultural groups gives difficulty. In some it is deemed to go with the Family Name and in some others with the Given Name. Here again can the Catalogue Code give aid to foreign cataloguers ?

64 ARABIC NAME

The Names based on Arabic culture present peculiarities of their own. These will become clear in Chap HF, dealing with the rendering of such names.

7 Cultural Impact

To add to the five important problem-cases pointed out in the preceding sections as needing special aid from the Catalogue Code, more tantalising problems are created as a result of the cultural impact between different cultural groups. It leads to imitation as well as counter-imitation. The order of King Rama VI of Thailand calling for the adoption of Surnames by all his people and arranging to confer them officially was a result of his travel in Europe. But in spite of its adoption, the surname has not been made the Entry Element. In Bengal, there is conflict between Family Names and Given Names as stated in Sec HA5, as a result of British contact. In Uttar-Pradesh and Punjab, Family Name came into vogue as a result of British impact. But the dropping of the Family Name has begun in more recent years. While the Muslims of India and Pakistan do not generally go in for Family Name, a few do so. In some places, but not in all, the Christians imitate the West. In Indonesia, the father's name is being treated as if it were Family Name, just during the present generation. This vogue may or may not be continued. In Bengal and Uttar-Pradesh, and to a smaller degree in other areas, the Given Name, which is a single word, is broken into two parts and written out as if they were two distinct words,—Ganesh Prasad instead of Ganeshprasad, Prithvi Nath instead of Prithvinath, Sankara Narayanan instead of Sankaranarayanan, and Vidya Bhushan instead of Vidyabhushan. As a result of British contact, some contract the former of these two parts into its initial letter and use the second part as if it were the true name by itself. In the name of Sir C V Raman, the real name should be C Venkataraman. Some abbreviate all the proper nouns into their res-



pective initial letters and retain only the last attached common noun in full. A S P Ayyar is an example. It should be A S Panchapakesa Ayyar. Ayyar is a common noun attached to the proper noun.

8 Towards Aid

The terminology introduced and the procedure laid down in the succeeding sections of this chapter, taken along with the Rules on the rendering of Names-of-Persons, form a sample of one way in which a Catalogue Code can give some aid to foreign cataloguers. The best aid can come only by the implementation of the standard for Entry Statement for Author (*See Sec HG 5*).

CHAPTER HB

TERMINOLOGY : SIMPLE NAME

1 Introduction

In my report to Unesco on Asian Names [RR1], I developed a certain terminology in the process of probing into the structure of a Name-of-Person and the problem of rendering it in the Heading of an Entry. Perhaps some of these terms may be of help in the further pursuit of this problem. They are therefore given here.

2 Name-of-Person

2 Name-of-Person.—Word or set of words arranged in a definite sequence and used to denote a person.

21 Name.—Name-of-Person.

This briefer term will be used in any context where it is not likely to denote any entity other than a person.

3 Kinds of Word-Group

31 GIVEN NAME

Word or word-group usually given to a person, shortly after birth, as the individual's name, by the parents or their deputy. It consists of proper nouns. It is also denoted by the terms Christian Name, Personal Name, Forename, and First Name.

The last two terms are valid only in Western, Japanese, Marathi, Gujarathi, and Bengali Names. In Tamil, Malayalam, Kannada, Telugu, Sinhalese, Viet-Nameese, and Indonesian Names, it is the last proper noun. In Hindi and Punjabi also, it may be the last proper noun in some cases. But it may be followed by a common noun (*See Sec HB33*). In Marathi, Gujarathi, Kashmiri, Punjabi, Hindi, Assamese, Bengali, and Oriya names, it is the first proper noun. But it may be preceded by a common noun or other honorifics. (*See Sec HB34*).

32 FAMILY NAME

32 Family Name.—Word or word-group normally inherited by a person as denoting the name of his family. It consists of proper noun(s). It is also denoted by the terms Surname and Last Name.

The last term is valid only in Western, Japanese, Marathi, Gujarathi, Bengali, and Hindi names. In Chinese, Viet-Namense, Malayalam, Kannada, and Telugu names, it is the First Name.

33 IRREMOVABLE ATTACHMENT

33 Irremovable Attachment.—A Word or word-group made of common nouns attached after the Given Name, deemed to be an Irremovable Attachment to the Given Name, and always taken along with it.

It is difficult for a foreign cataloguer to recognise an Irremovable Attachment. Therefore, the next Sec provides some aid in this respect.

331 The following list gives some of the oft-recurring Irremovable Attachments in names of Burmese, Ceylonese, Hindi, Kannada, Malayalam, Punjabi, Telugu, and Tamil cultural groups. Similar lists should be prepared for other cultural groups.

Note:

- 1 The language of the word is enclosed in brackets in most cases.
- 2 If a word may occur in two or more languages, all the languages are given within the brackets.
- 3 Variants due to transliteration are listed in many cases.
- 4 In Burmese, the Irremovable Attachment occurs as a Prefix and in all other languages as a Suffix.
- 5 In Islamic name, the Irremovable Attachment may be a Prefix or a Suffix.

Abhar (Tamil)

Achar (Kannada)

Acharaya (Telugu)

Acharayalu (Telugu)

Acharayalu (Telugu)

Achari (Kannada)

Achariar (Tamil)

Acharya (Kannada/Tamil)

Achchan (Malayalam)

Adigal (Tamil)

Agha (Islamic)

Agha (Islamic)

Aiya (Tamil/Telugu)

Aiyangar (Tamil)

Aiyar (Kannada/Malayalam/ Tamil)	Bharati (Tamil)
Aiyengar (Kannada)	Bharatiar (Tamil)
Aiyem (Kannada)	Bhat (Tamil)
Akka (Kannada)	Bhatta (Kannada)
Alwar (Tamil)	Bhatta (Kannada/Tamil/ Telugu)
Amba (Kannada/Tamil)	Bhattachari (Tamil)
Ambal (Kannada)	Bhattacharya (Kannada)
Ambalakkarar (Tamil)	Bhattar (Tamil)
Ambalavasi (Tamil)	Bhattatiri (Malayalam)
Amma (Kannada/Malayalam/ Tamil/Ceylon)	Bhattatiripad (Malayalam)
Ammaiyar (Tamil)	Bhan (Hindi/Punjabi)
Ammal (Tamil)	Bhupala (Telugu)
Ammanni (Kannada)	Bhusan, Bhushana (Kannada)
Anna (Kannada/Tamil)	Bhushan (Hindi/Punjabi)
Annavi (Tamil)	Bihari (Hindi/Punjabi)
Annaiya, Annaya (Kannada)	Bihari Lal (Hindi/Punjabi)
Anniah (Kannada)	Boyi (Kannada)
Appa (Kannada/Tamil)	Chand (Hindi/Punjabi)
Appiah, Appaiya, Appaji, Appana, Appaya (Kannada)	Chander (Hindi/Punjabi)
Appu (Ceylon)	Char, Chari, Charya (Kannada)
Appusamy (Ceylon)	Chauduri (Telugu)
Aradhya (Kannada)	Chetti (Kannada/Tamil)
Arasu (Kannada)	Chettiyar (Tamil)
Arya (Kannada/Tamil)	Chetty, Chettiar (Kannada)
Aryan (Kannada)	Das (Kannada/Tamil)
Asan (Malayalam/Tamil)	Dasa (Kannada)
Asari (Tamil)	Dasan (Tamil)
Atiyodi (Malayalam)	Dasappa (Kannada)
Atreya (Telugu)	Dass (Hindi/Punjabi)
Avadhani (Kannada/Tamil)	Dasu (Tamil/Telugu)
Avadhaniar (Tamil)	Daw (Burmese)
Ayya (Kannada)	Dayal (Hindi/Punjabi)
Ayyangar (Kannada/Tamil)	Deo (Hindi/Punjabi)
Ayyar (Kannada/Tamil)	Desika (Kannada)
Babu (Tamil/Telugu)	Desikan (Tamil/Kannada)
Bagavathar (Tamil)	Desikar (Tamil/Kannada)
Bai (Kannada/Tamil)	Dev (Hindi/Kannada/Punjabi)
Banda (Ceylon)	Deva, Devaru (Kannada)
Bandara (Ceylon)	Devi (Tamil)
Bayi (Kannada)	Dhar
Bhadra (Kannada)	Dikshit (Kannada)
Bhadran (Kannada)	Dikshitalu (Telugu)
Bhar (Hindi/Punjabi)	Dikshitan(r) (Tamil)
	Ditta (Hindi/Punjabi)
	Dorai (Tamil)

Elayalu (Malaya-lam)	Ko (Burmese)
Embairandri (Malayalam)	Konan(r) (Tamil)
Ezhuthatchan (Malayalam)	Kone (Tamil)
Giri (Kannada)	Kounder (Tamil)
Gowd, Gowda (Kannada)	Krishen (Hindi/Punjabi)
Gownd, Gownden, Gownder	Kudumban (Tamil)
(Kannada/Tamil)	Kumar (Hindi/Kannada/Punjabi)
Gramani (Tamil)	Kumara (Kannada)
Gupta (Kannada)	Kumari (Hindi/Kannada/Punjabi/Tamil)
Gurukkal (Malayalam)	Kumarihami (Ceylon)
Haji (Islamic)	Kurukkal (Malayalam)
Hakim (Islamic)	Kurup (Malayalam)
Hami (Ceylon)	Kutti (Malayalam)
Hamina (Ceylon)	Labbai (Tamil)
Hegde, Heggade (Kannada)	Lal (Hindi/Punjabi)
Iah (Kannada)	Lemaltani (Ceylon)
Iya (Kannada)	Linga, Lingam, Lingiah
Iyengar (Kannada/Tamil)	(Kannada)
Iyer (Kannada/Tamil)	Mahavidwan (Tamil)
Jain	Maistri (Tamil)
Jatavallabhan(r) (Tamil)	Mal (Hindi/Punjabi)
Jetty (Kannada)	Mandradyar (Tamil)
Jogi (Kannada)	Manigar (Tamil)
Jois, Joisa, Joshi (Kannada)	Manikkaran(r) (Tamil)
Josi (Tamil)	Mannadiyar (Malayalam)
Josiyar (Tamil)	Mappillai (Malayalam)
Josyer (Kannada)	Marakkayar (Tamil)
Jotidar (Tamil)	Marar (Malayalam)
Kaimal (Malayalam)	Maung (Burmese)
Kamath (Kannada)	Melakaran (Tamil)
Kander (Tamil)	Menike (Ceylon)
Karan (Hindi/Punjabi)	Menon (Malayalam)
Karanth(a) (Kannada)	Mian (Islamic)
Karayalar (Tamil)	Mirza (Islamic)
Kartha (Malayalam)	Mohan (Hindi/Punjabi)
Kavi (Telugu)	Molvi (Islamic)
Kavinjan (Tamil)	Moopan(ar) (Tamil)
Kavirayan(r) (Tamil)	Moorthi, Moorthy, Moorty
Khau (Islamic)	(Kannada)
Khwaja (Islamic)	Moosad (Malayalam)
Kirth (Hindi/Punjabi)	Moulavi (Islamic)
Kirthi (Kannada)	Mudaliar (Tamil)
Kishen (Hindi/Punjabi)	Mufti (Islamic)
Kishore (Hindi/Punjabi)	Murthi (Kannada/Tamil)
Kizhar (Tamil)	

Murthy (Telugu)	Pathi, Pathy, Pati, Paty
Murti (Kannada)	(Kannada)
Murty (Kannada)	Patrachari (Tamil)
Nachiyar (Tamil)	Patrudu (Telugu)
Naicken (Tamil)	Pattanayakan (Tamil)
Naidu (Tamil/Telugu)	Pattar (Tamil)
Naik (Kannada)	Pavalan(r) (Tamil)
Nair (Malayalam)	Peer (Islamic)
Nambi (Malayalam/Tamil)	Peerzada (Islamic)
Nambisan (Malayalam)	Perumal (Tamil)
Nambudri (Malayalam)	Pilla (Malayalam)
Nambudripad (Malayalam)	Pillai (Tamil)
Namburi (Malayalam)	Pishoroti (Malayalam)
Nand (Hindi/Punjabi)	Poduval (Malayalam)
Nandan(r) (Tamil)	Potthi (Malayalam)
Narain (Hindi/Punjabi)	Prabhu (Tamil/Telugu)
Nath (Hindi/Kannada/Punjabi)	Prakash (Hindi/Kannada/ Punjabi/Telugu)
Natha, Nathan (Kannada)	Prasada (Kannada)
Nattan(r) (Tamil)	Pujari (Tamil)
Navalan(r) (Tamil)	Pulavar (Tamil)
Nawab (Islamic)	Pusari (Tamil)
Nawabzada (Islamic)	Qarzi (Islamic)
Nayadu (Tamil/Telugu)	Rai (Hindi/Punjabi)
Nayak (Kannada)	Raj (Hindi/Kannada/Punjabi)
Nayaka (Kannada/Telugu)	Raja (Kannada/Malayalam/ Tamil)
Nayakadu (Telugu)	Rajan, Rajiah (Kannada)
Nayakan(r) (Tamil)	Raj Kumar (Hindi/Punjabi)
Nayaki (Kannada/Tamil)	Raju (Kannada/Tamil/ Telugu)
Nayanar (Tamil)	Ram (Hindi/Punjabi)
Nayar (Malayalam)	Rao (Hindi/Kannada/Punjabi/ Tamil/Telugu)
Nedungadi (Malayalam)	Rao Naidu (Telugu)
Odeya (Kannada)	Rasu (Tamil)
Odeyar (Tamil)	Ratnam, Ratna (Kannada)
Othuvar (Tamil)	Rau (Kannada/Tamil)
Padayachi (Tamil)	Rauttar (Tamil)
Pakir (Tamil)	Raya (Kannada)
Pal (Hindi/Punjabi)	Rayalu (Telugu)
Pandaram (Tamil)	Rayappa (Kannada)
Pandit (Tamil)	Rayaru (Kannada)
Pandithan(r) (Tamil)	Razu, Razulu (Telugu)
Pandiyar (Tamil)	Reddi (Tamil/Telugu)
Pani (Kannada)	Reddy (Kannada/Tamil)
Panickar, Panikker	
(Malayalam)	
Parkash (Hindi/Punjabi)	
Parshad (Hindi/Punjabi)	

Roop (Hindi/Punjabi)	Sivachariar (Tamil)
Row (Kannada/Tamil)	Sivan (Tamil)
Rowthar (Tamil)	Somayaji (Kannada/Tamil/ Telugu)
Sa (Tamil)	Srouthi (Kannada)
Saheb (Tamil)	Sufi (Islamic)
Saib (Tamil)	Sundar (Hindi/Punjabi)
Saila, Sailam (Kannada)	Suri (Kannada)
Sain (Hindi/Punjabi)	Swami (Kannada/Tamil)
Sami (Kannada)*	Swamigal (Tamil)
Saran (Hindi/Punjabi)	Swamy (Kannada)
Saraswati (Tamil)	Swarup (Hindi/Punjabi)
Sardar (Islamic)	Syed (Islamic)
Sarma, Sarman (Kannada/ Malayalam/Tamil/Telugu)	Tambiran (Tamil)
Sarup (Hindi/Punjabi)	Tamburan (Malayalam)
Sastri, Sastrigal (Kannada/Tamil/ Telugu)	Tamburatti (Malayalam)
Sastrulu (Telugu)	Tampan (Malayalam)
Sastry (Kannada)	Tampi (Malayalam)
Sawmy (Kannada)	Tattachari (Tamil)
Saya (Kannada)	Thangal (Malayalam)
Sayab (Tamil)	Thevan(r) (Tamil)
Sayans (Kannada)	Tirumalpad (Malayalam)
Sayed (Islamic)	Tooran (Tamil)
Sekhar (Kannada)	Turai (Tamil)
Sen (Hindi/Punjabi)	U (Burmese)
Seniyan(r) (Tamil)	Udayar (Tamil)
Servai (Tamil)	Unni (Malayalam)
Setty, Setti (Kannada)	Unnithan (Malayalam)
Setupathi (Tamil)	Vaidhyan(r) (Malayalam)
Shafzada (Islamic)	Vaithiyan (Tamil)
Shaik (Islamic)	Vajapeyar (Tamil)
Sharma (Kannada)	Vallal (Tamil)
Shastri, Shastry (Kannada)	Vandayar (Tamil)
Shetti, Shetty (Kannada)	Varma (Malayalam)
Sholiyan (Tamil)	Varriar (Malayalam)
Shyam	Vathiyar (Tamil)
Siddar (Tamil)	Velan(r) (Tamil)
Simha (Kannada)	Vellalan (Tamil)
Singh (Hindi/Kannada/ Punjabi/Tamil)	Velu (Tamil)
Singho (Ceylon)	Warrior (Malayalam)
Siva (Tamil)	Wodeyar (Kannada)
	Yalaydu (Malayalam)
	Yogi (Tamil)

34 REMOVABLE ATTACHMENT

34 Removable Attachment.—A word or word-group made of common nouns or adjectives, attached as honorific or courtesy term after or before or in the middle of a name, deemed removable, and not to be retained in the Heading of an Entry.

341 The following list gives some of the oft-recurring Removable Attachment in names of Buddhistic, Ceylonese, Indian, Indonesian, Malayan, and Viet-Nameese cultural groups. Similar lists should be prepared for other cultural groups.

Note:

1 After each word in the succeeding table of Removable Attachment, the language or the culture of occurrence is mentioned within brackets.

2 It is also mentioned within the brackets whether it will occur as a prefix or as a suffix or in the middle of the name.

Adigal, Adigalar (Tamil. Suffix)	Chaophya (Thai. Prefix)
Adigar (Ceylon. Suffix)	Che (Malayan. Prefix)
Andavan (Tamil. Suffix)	Choudhury (Hindi/Punjabi. Prefix)
Andavar (Tamil. Suffix)	
Aratchi (Ceylon. Suffix)	Chittirakavi (Tamil. Prefix)
Ashtavadanam (Tamil. Prefix)	Dasu (Tamil. Prefix)
Asukavi (Tamil. Prefix)	Dato (Malayalan. Prefix)
Avar (Kannada/Tamil. Suffix)	Dato Nuda (Malayan. Prefix)
Avargal (Tamil. Suffix)	Datoh (Malayan. Prefix)
Avaru (Kannada/Tamil. Suffix)	Datoh Panglima (Malayan. Prefix)
Avarugal, Avarugalu (Kannada. Suffix)	
Ayurveda Bhushanam (Tamil. Prefix)	Dekchai (Thai. Prefix)
Be (Viet-Nameese. Middle)	Dekying (Thai. Prefix),
Baba (Hindi/Punjabi. Prefix)	Dewan (Hindi/Punjabi. Prefix)
Bakshi (Hindi/Punjabi. Prefix)	Dinh (Viet-Nameese. Middle)
Basnayake Nilame (Ceylon Suffix)	Diwan Bahadur (India. Prefix)
Bawa (Hindi/Punjabi. Prefix)	Diwan Sahib (India. Prefix)
Bhagavatam (Tamil. Prefix)	Disave (Ceylon. Suffix)
Bhai (Hindi, Punjabi. Prefix)	Diyawadana Nilame (Ceylon. Suffix)
Bibi (Punjabi. Prefix)	
Brahma Sri (Tamil. Prefix)	Duc (Viet-Nameese. Middle)
Brahma Sri Pandit (Tamil. Prefix)	Enche (Malayan. Prefix)
Brahmesri (Tamil. Suffix)	Gal, Galu, Galavaru (Kannada. Suffix)
Brahmesrigal, Brahmesrigalavaru (Kannada. Suffix)	Gate-Mudaliyar (Ceylon. Prefix)
	Gate-Muhandiram (Ceylon. Prefix)

- Giani (Hindi/Punjabi. Prefix)
 Haji (Malayalan. Prefix)
 Hakim (Tamil. Prefix)
 Huu (Viet-Nameese. Middle)
 Inche (Malayalan. Prefix)
 Jagatguru (Tamil. Prefix)
 Jalaviddai (Tamil. Prefix)
 Jathidar (Punjabi. Prefix)
 Jatida Bhushanam (Tamil. Prefix)
 Kanwar (Punjabi. Prefix)
 Katikacarya (Ceylon. Title Prefix)
 Kaviraj (India. Prefix)
 Kaviraj Pandithan (Tamil. Prefix)
 Kaze (Tamil. Prefix)
 Khun (Thai. Prefix)
 Koon (Thai. Prefix)
 Koonnai (Thai. Prefix)
 Koonnying (Thai. Prefix)
 Korale Mahatmaya (Ceylon. Suffix)
 Kumari (India. Prefix/Suffix)
 Lala (Hindi/Punjabi. Prefix)
 Lekam (Ceylon. Suffix)
 Lung (Thai. Prefix)
 Madhusri (Tamil)
 Madura (Indonesian. Prefix)
 Madurakavi (Tamil. Prefix)
 Mahacarya (Ceylon. Title Prefix)
 Maha Mudaliyar (Ceylon. Prefix)
 Maharaj (India. Prefix/Suffix)
 Maharshi (India. Suffix)
 Mahopadyaya (Tamil. Prefix)
 Makan (Tamil. Suffix)
 Malik (Punjabi. Prefix and Suffix)
 Maniyagar (Ceylon. Suffix)
 Mas (Indonesia. Prefix)
 Master (Hindi/Punjabi. Prefix)
 Mian (Hindi/Punjabi. Prefix)
 Moulvi (India. Prefix)
 Mudaliyar (Ceylon. Prefix)
 Muhandiram (Ceylon. Prefix)
 Munivar (Tamil, Suffix)
 Munshi (India. Suffix)
 Nai (Thai. Prefix)
 Nang (Thai. Prefix)
 Nangsao (Thai. Prefix)
 Nawab (India. Prefix)
 Nawabzada (India. Prefix)
 Nawabram (Tamil. Prefix)
 Nilame (Ceylon. Middle)
 Nu (Viet-Nameese. Middle)
 Padikara Mudaliyar (Ceylon. Prefix)
 Padikara Muhandiram (Ceylon. Prefix)
 Padukasevakan (Tamil. Prefix)
 Pandit (Hindi/Punjabi/Ceylon. Prefix)
 Pandita (Ceylon. Prefix)
 Panditacarya (Ceylon. Prefix)
 Panjangam (Tamil. Prefix)
 Paramahamsa (Tamil. Prefix)
 Paravastu (Tamil. Prefix)
 Phra (Thai. Prefix)
 Phya (Thai. Prefix)
 Prathivathi bayankara (Tamil. Prefix)
 Pujjya Pandita (Ceylon. Prefix)
 Pulavar (Tamil. Prefix)
 Quf (Viet-Nameese. Middle)
 Raden (Indonesia. Prefix)
 Raden Aryo (Indonesia. Prefix)
 Raden Mas (Indonesia. Prefix)
 Raden Pandji (Indonesia. Prefix)
 Rai (Punjabi. Prefix)
 Rai Bahadur (India. Prefix)
 Rai Sahib (Hindi/Punjabi. Prefix)
 Raizada (Punjabi. Prefix)
 Raja (Malayan. Prefix)
 Raja Bahadur (Tamil. Prefix)
 Rajah (India. Prefix)
 Raja Mrutyajaya Nisanka
 Raj Kumari (India. Prefix)
 Rana (Hindi/Punjabi. Prefix)
 Rao Bahadur (India. Prefix)
 Rao Sahib (India. Prefix)

Rate Mahatmaya (Ceylon. Suffix)	Swamigal (Tamil. Suffix)
Ratnakara (Tamil. Prefix)	Syed (Malayan. Prefix)
Rishi (Punjab. Prefix)	Thakur (Hindi/Punjabi. Prefix)
Ru (Kannada/Tamil. Suffix)	Thi (Viet-Namese. Middle)
Sadavatanam (Tamil. Prefix)	Tikka (Punjabi. Prefix)
Sadguru (Tamil. Prefix)	Tiru (Tamil. Prefix)
Sahitya Siromani (India/Ceylon. Prefix)	Tirumathi (Tamil. Prefix)
Sahitya Visarada (India/Ceylon. Prefix)	Tiruvalar (Tamil. Prefix)
Sami (Tamil. Suffix)	Toh (Malayan. Prefix)
Sannadigal (Tamil. Suffix)	Trong (Viet-Namese. Middle)
Sardar (India. Prefix)	Tuan (Malayan. Prefix)
Sardar Bahadur (Punjab. Prefix)	Tungku (Malayan. Prefix)
Sardar Sahib (Punjab. Prefix)	Udayar (Ceylon. Suffix)
Sastri (Hindi/Punjabi. Prefix)	Ungku (Malayan. Prefix)
Sastracarya (Ceylon. Prefix)	Vaid (Hindi/Punjabi. Prefix)
Sastra Visarada (India/Ceylon. Prefix)	Vaidraj (Hindi/Punjabi. Prefix)
Seth (Punjab. Prefix)	Van (Viet-Namese. Middle)
Si (Viet-Namese. Middle)	Vanniyar (Ceylon. Suffix)
Sodasavatanam (Tamil. Prefix)	Varakavi (Tamil. Prefix)
Sodasavatani (Tamil. Prefix)	Veda Aratchi (Ceylon. Prefix)
Soetan (Indonesia. Prefix)	Veda Mudaliyar (Ceylon. Prefix)
Sowbhagyavati (Tamil. Suffix)	Veda Muhandiram (Ceylon. Prefix)
Sri (India/Ceylon. Prefix. Suffix)	Velvidance (Ceylon. Suffix)
Sridhasri (Tamil. Suffix)	Vi (Viet-Namese. Middle)
Sri-la-Sri (Tamil. Prefix)	Vidan Aratchi (Ceylon. Suffix)
Sriman (Tamil. Prefix)	Vidane (Ceylon. Suffix)
Srimathi (India. Prefix)	Vidwan (Tamil. Prefix)
Srungarakavi (Tamil. Prefix)	Vidya Visarada (India/Ceylon. Prefix)
Sultan (Malayan. Prefix)	Viet (Viet-Namese. Middle)
Swami (India. Prefix)	Visarada (India/Ceylon. Prefix)
	Wan (Malayan. Prefix)
	Yang Mutia (Malayan. Prefix)

35 IRREMOVABLE AUXILIARY WORD

35 Irremovable Auxiliary Word.—An article or a preposition, or a combination of article and preposition, or any other auxiliary word occurring between the Given Name and the Family Name. It is usually retained in the Heading of an Entry.

A list of the articles in some of the languages is given in Sec EC1. Prepositions and their combinations with articles can be easily recognised.

This list should be completed and similar lists should be prepared for other languages.

36 ABBREVIATED WORD

36 Abbreviated Word.—A proper noun in a Name, not fully spelt out but abbreviated to one or more initial letters, either habitually by the person himself, or in public usage or reference, or in the title-page, or anywhere else in the preliminary pages, or elsewhere in the document.

Examples:

1	J Boswell	<i>for</i>	James Boswell
2	A W Cardinall	<i>for</i>	Allen Wolsey Cardinall
3	G W C Kaye	<i>for</i>	George William Clarison Kaye
4	B C Pal	<i>for</i>	Bepin Chandra Pal
5	S N Sen	<i>for</i>	Surendar Nath Sen
6	R P Sood	<i>for</i>	Ramraksh Pal Sood
7	A J Wells	<i>for</i>	Arthur James Wells

CHAPTER HC

TERMINOLOGY : COMPOUND NAME

1 Compound Family Name

1 Compound Family Name.—Family Name made up of two or more proper nouns, either

- 1 Connected by a hyphen; or
- 2 Connected by a conjunction or any other kind of auxiliary word; or
- 3 Written separately without any connecting symbol or auxiliary word.

Examples:

The compound Family Name is in Capitals and Small Capitals.

- 1 Arthur Thomas QUILLER-COUCH
- 2 Hermann SCHULZE-DELITZSCH
- 3 Theodore WATTS-DUNTON
- 4 Ricardo LEON Y ROMAN
- 5 Giorgio LEVI DELLA VIDA
- 6 J J MARCUET DE VASSELLOT
- 7 Roger MARTIN DU GARD
- 8 Garo MERHART VON BERNEGG
- 9 Henri Joachim de BIJLL NACHENTIUS
- 10 Vicente Antonio de ESPIRITO SANTO
- 11 Dipak DAS GUPTA
- 12 Krishna Row Mukund DIXIT PATWARDHAN
- 13 Surendar Nath BASU RAY CHAUDHURI
- 14 Kumara Munindra Deb RAI MAHASAI

If the component words of a Compound Family Name are connected by a hyphen or an auxiliary word as in the first eight of the above examples, the Compound Name can be easily recognised. In the absence of such an indicator, it is not possible to recognise it. To help a foreign cataloguer, there appears to be no aid other than giving a list of Compound Surnames, unless the International Standard for the Entry Statement for Author on the back of the title-page (*See Sec FL78*), prescribing the printing in dominant type-face the whole compound Family Name, is followed. In the meantime some aid is given in the three succeeding rules for Bengali, Gujarathi, Kannada, Marathi, and Sinhalese names.

2 Sinhalese Starter Word for Three-Worded Family Name

2 If the last-but-two proper noun in a Sinhalese name is any one of the following, that word and the next two words taken together form a Three-Worded Family Name.

Casie

D, Da, De

Dias

3 Bengali and Sinhalese Starter Word for Two-Worded Family Name

3 If the penultimate proper noun in a Bengali or a Sinhalese name is any one of the following, that word and the next word together form a Two-Worded Family Name.

Abaya (Sinhalese)
 Acharya (Bengali)
 Ayan (Bengali)
 Baidya (Bengali)
 Bal (Bengali)
 Bandyopadhyay (Bengali)
 Barr (Sinhalese)
 Barua (Bengali)
 Basu (Bengali)
 Bej (Bengali)
 Bhanja (Bengali)
 Biswa (Bengali)
 Brito (Sinhalese)
 Casie (Sinhalese)
 Chakravorty (Bengali)
 Chakrabarti (Bengali)
 Chel (Bengali)
 Christie (Sinhalese)
 Cyprios (Sinhalese)
 Crosett (Sinhalese)
 Das (Bengali)
 Datta (Bengali)
 De (Bengali, Sinhalese)
 Deb (Bengali)
 Dias (Sinhalese)
 Don (Sinhalese)
 Dutta (Bengali)

Flamer (Sinhalese)
 Gairik (Bengali)
 Gandha (Bengali)
 Ghose (Bengali)
 Ghosh (Bengali)
 Gogerly (Sinhalese)
 Guha (Bengali)
 Gupta (Bengali)
 Herat (Sinhalese)
 Home (Bengali)
 Homer (Sinhalese)
 Izadeen (Sinhalese)
 Jayasinha (Sinhalese)
 Jayaweera (Sinhalese)
 Kanja (Bengali)
 Kansa (Bengali)
 Kar (Bengali)
 Kohoban (Sinhalese)
 Kuriwita (Sinhalese)
 Lata (Bengali)
 Lorenz (Sinhalese)
 Macan (Sinhalese)
 Mallik (Bengali)
 Manicka (Sinhalese)
 Marika (Sinhalese)
 Mendis (Sinhalese)
 Mitra (Bengali)

Nag (Bengali)	Samuel (Sinhalese)
Nama (Bengali)	Sarkar (Bengali)
Nandi (Bengali)	Satra (Bengali)
Omer (Sinhalese)	Sen (Bengali)
Pal (Bengali)	Senathi (Sinhalese)
Pandita (Sinhalese)	Sha (Bengali)
Patta (Bengali)	Sharma (Bengali)
Pinto (Sinhalese)	Shukla (Bengali)
Pujita (Sinhalese)	Shyam (Bengali)
Puran (Bengali)	Silva (Sinhalese)
Raj (Bengali)	Singha (Bengali)
Rajak (Bengali)	Sinha (Bengali)
Ray (Bengali)	Siv (Bengali)
Rudra (Bengali)	Sri (Sinhalese)
Sadhu (Bengali)	Suriya (Sinhalese)
Saha (Bengali)	Syam (Bengali)
Sama (Bengali)	Thakur (Bengali)
Samaddar (Bengali)	Vijaya (Sinhalese)

Compound Family Name without Starter Word

4 The following Compound Family Names occur in Gujarathi, Kannada, Marathi, and Sinhalese names, in addition to those indicated in Sec HC2 and HC3.

Abhang Ateetakar (Marathi)	Ehelepola Seneviratne (Sinhalese)
Atmaram Bhukhanvala (Gujarathi)	Flamer Caldera (Sinhalese)
Baheli Homji (Gujarathi)	Gogerly Moragoda (Sinhalese)
Bal Mahajan (Marathi)	Gokhale Raste (Marathi)
Bapat Dikshit (Marathi)	Gokhale Tasgaokar (Marathi)
Barwe Wad (Marathi)	Gora Gandhi (Gujarathi)
Bhat Peshawe (Marathi)	Hans Boedkar (Marathi)
Bhrugu Shastri (Gujarathi)	Jhaver Laxmichandvala (Gujarathi)
Biradar Patil (Kannada)	Joshi Ghorpade (Marathi)
Chapte Sikhatma (Marathi)	Joshi Palashetakar (Marathi)
Dehai Kulkarni (Kannada)	Kadam Sonsalkar (Marathi)
Deo Inamadar (Kannada)	Kadim Diwan (Kannada)
Deo Paranjpa (Marathi)	Kamat Dalal (Marathi)
Deodhar Dhamdhare (Marathi)	Kanawade Patil (Marathi)
Desai Kolhatkar (Marathi)	Kankani Thanki (Gujarathi)
Deva Aditya (Sinhalese)	Kara Kalyanavala (Gujarathi)
Dikshi Sana (Marathi)	Kashi Parekh (Gujarathi)
Dixit Patwardhan (Marathi)	Kathiavad Divanji (Gujarathi)

Khot Bhagwat (Marathi)	Pawar Bane (Marathi)
Khirasagar Kulkarni (Marathi)	Pestam Jampsa (Gujarathi)
Kunte Mahajan (Marathi)	Phadtari Deshmuk (Marathi)
Lohar Khamgaokar (Marathi)	Phaphe Manohar (Marathi)
Mahajan Kunte (Marathi)	Prabhu Desai (Kannada)
Maji Patil (Kannada)	Prabhune Pisarwakar (Marathi)
Mamle-Desai (Kannada)	Puranic Dikshit (Kannada)
Modak Howaldar (Marathi)	Raje Shirke (Marathi)
Mondhe Kulkarni (Marathi)	Salunke Rao (Marathi)
Mulki Patil (Kannada)	Saraf Wakde (Marathi)
Mutalik Desai (Kannada)	Savare Bhagavat (Marathi)
Mutalik Deshapande (Kannada)	Sawant Tirawadekar (Marathi)
Mutalik Madagouda (Kannada)	Shamal Becharvala (Gujarathi)
Naik Nimbalkar (Marathi)	Soman Narawana (Marathi)
Naik Thigale (Marathi)	Thorat Gadgil (Marathi)
Orpe Potdar (Marathi)	Ulli Pradhan (Kannada)
Pai Raikar (Kannada)	Vachchha Gandhi (Gujarathi)
Pathak Vadiya (Marathi)	Vaidya Shastri (Gujarathi)
Patil Kulkarni (Kannada)	Varmani Thanki (Gujarathi)

5 Compound Given Name

5 Compound Given Name.—Given Name made up of two or more proper nouns, either

1 Connected by a hyphen, or

2 Connected by a conjunction or any other auxiliary word;
or

3 Written separately without any connecting symbol or auxiliary word.

If the component words of a Compound Given Name are connected by a hyphen or by an auxiliary word, the compound name can be easily recognized.

In a Name-of-Person of a cultural group, which invariably ends or begins with a Family Name, it is not of very great importance that one should recognize a set of words in the Given Name as a Compound. Generally speaking, this is true of a Western, Japanese, Assamese, Bengali, Gujarathi, Kashmiri, Marathi, or Oriya name, each of which ends with a Family Name. This is also true of a Chinese or Viet-Nameese name, each of which begins with a Family Name.

But in a Name-of-Person without a Family Name, the Given Name will have to be made the Entry Element. In a Gujarathi or a Marathi name of a period prior to early nineteenth century, Family Name was not used

by many authors and the Given Name began with a name specific to the individual and ended with the name specific to his father. But neither of these was a compound name. In any other cultural group where the Given Name has to be made the Entry Element, it is often the last proper noun in the name—i.e., it will be the last noun barring any common noun which may occur at the end as an Irremovable Attachment to the Given Name. This is what happens invariably in Viet-Nameese, Kannada, Malayalam, Tamil and Telugu names. In these cases, if the words with a Compound Given Name are written separately without a hyphen connecting them, it will not be possible for the cataloguer to decide where the Entry Element should begin and which of the Proper Nouns before the last one should be taken with the Secondary Element.

In Viet-Nameese, there is a tendency to insert the hyphen. But in Kannada, Malayalam, Tamil, and Telugu names, there is the opposite tendency of breaking a single fused word into its parts in violation of the Rules of Grammar and putting them down as if they were separate words.

It is not easy even for a cataloguer born within the cultural group to meet this situation successfully. It is particularly so in the case of a Tamil name. Because the word preceding the Given Name of the individual is usually the Given Name of the father. These are similar. It will be very difficult to decide where the father's Given Name ends and where the son's Given Name begins.

CHAPTER HD

SPLIT GIVEN NAME

1 South India

Here are some examples of this tendency in Kannada, Malayalam, Tamil, and Telugu Names.

The words in Capital and Small Capitals should be treated as a Single Word denoting the Split Given Name specific to the individual. The words in the Split Given Name taken together are to be used as Entry Element.

- 1 Pannambal VISHNU MURTHI
- 2 Kasargode YOGESHA ANANDA ROW
- 3 Candeth SIVA SANKARA MENON
- 4 Chettur VISVA NATHA NAIR
- 5 Rama Nathan ANANTHA RAMAN
- 6 Kalyana Raman BADARI NARAYANAN
- 7 Ramu Mudaliar BHIMA SANKARAN
- 8 Kesava Pillai DESIKA VINAYAGAM
- 9 Umapathi GANAPATHI SUBRAMANIAN
- 10 Partha Sarathy GOPALA KRISHNA
- 11 Panchapakesan SANKARA NARAYANAN
- 12 Muthu Krishna Mudaliar SANKARA SUBRAMANIA MUDALIAR
- 13 Sita Raman SATYA NARAYANAN
- 14 Kesarimangalam Manikam Ayyar SIVA RAMAN
- 15 Sundara Raman SIVA RAMA KRISHNAN
- 16 Siva Raman SIVA SANKARA NARAYANA
- 17 Duggirala RAMA KRISHNA ROW
- 18 Durba SUBRA MANIAN

It is difficult to make an exhaustive list of such split words constituting a Given Name. For, it is not known what fused word will be split by a person in his own Given Name or that of his father.

The first two are Kannada Names. The last two are Telugu Names. The others are Tamil Names.

In 2, 3, 4, and 5, the last word is an Irremovable Attachment to the Given Name.

In 7, 8, and 12, the second word is an Irremovable Attachment to the Given Name of the Father.

In 14, the third word is an Irremovable Attachment to the Given Name of the Father.

2 Split Words Alone

In Punjabi and Hindi Names without a Family Name, there is often no

proper noun other than the Given Name in a Split Form. If one can recognize it as a Punjabi or Hindi Name, it will be easy to escape making the second word the Entry Element and the First Word the Secondary Element. But it will not be possible for a foreign cataloguer to recognize the name as a Punjabi or a Hindi one. It is conjectured that the total number of words likely to occur as the second part of a split Given Name in Punjabi or Hindi name will not exceed a few hundreds. But the number of the first of the split words will be far more numerous. Therefore, if a fairly exhaustive list of the second of the split words could be provided, it will help a foreign cataloguer to recognize with its aid a Punjabi or a Hindi name and use it merely as if it were an Irremovable Attachment to the preceding word.

3 Two-Worded Given Name in the Islamic Names in India and Pakistan

An Islamic Name in India and Pakistan may have one of the following words as Family Name:

Abidi	Hasani	Naqvi	Rizvi
Alavi	Hashimi	Qadiani	Sabzwari
Alvi	Husani	Qadri	Siddiqi
Burnie	Husaini	Qidwai	Shirani
Chishtie	Hussaini	Qizilbash	Shirwani
Chughtai	Jafri	Qadsi	Tirmazi
Durrani	Kidwai	Quraishi	Usmani
Farooqi	Nadvi	Qutbi	Zaidi
Faruqi	Naqavi	Rizavi	Zubairi

This is not an exhaustive list.

If a Family Name occurs at all, it occurs as the last proper noun. But it occurs only in a comparatively few names. In most cases, there is only a Two-Worded Given Name excluding any Irremovable Attachment, if any, at the beginning or at the end. Of the two words in the Given Name, the second is usually a word denoting God or the Prophet, or meaning "Religion". The first word is a common word—such as Asad (=Lion), Nur (=Light), and Rahimat (=Grace). The result is a Two-Worded Given Name such as Asad Ullah, Nur Elahi, and Rahimat ul-Islam. It is conjectured that the total number of the words likely to occur as the second word in an Islamic Given Name in India and Pakistan will be considerably smaller than the number of the words likely to occur as the first word. Therefore if a fairly exhaustive list of the possible second words could be given, it will help a foreign cataloguer to recognize with its aid an Islamic Name without a family name and use it as if it were an Irremovable Attachment to the preceding words.

4 Gujarathi and Marathi Given Name without Family Name

In a Gujarathi or Marathi name without a Family Name, the first proper noun is the Given Name specific to the individual; and the second is the

Given Name specific to his father. The Entry Element should be the first of the two Given Names. But it will not be easy for a foreign cataloguer to recognize the name as a Gujarathi or a Marathi Name. Both the words in the name are alike and are taken from the same group of words. Therefore, the kind of help to a foreign cataloguer suggested in Sec HD2 and HD3 for Hindi, Punjabi, and Islamic names cannot be given. The only way will be to give an exhaustive list of such Two-Worded Names without a Family Name, likely to occur in Author Headings and Subject Headings. But their number is very great. Only a sample is given here. The Given Name of the Individual is in Capitals and Small Capitals.

ANANT Atmaram
 ATMARAM Kesavji
 KESAVJI Vishvanath
 VISHVANATH Govindji
 EDALJI Jamshedji
 JAMSHEDJI Faramji

AMBALAL Dinarakadas
 JIVANLAL Ambalal
 BALLUBHAI Kahandas
 CHEGANLAL Ballubhai
 NARAYAN Hemachandra
 SANKARANAND Narayan

5 List of Second Words

The following is a combined list of the more important words likely to occur as the second word in a Two-Worded Punjabi or Hindi Given Name or an Islamic Given Name of India or Pakistan.

Abbas (Islamic)	Bhushan	Dutt
Afzal (Islamic)	Bandhu	Farooq (Islamic)
Ahmed (Islamic)	Bansh	Ganesh
Alam (Islamic)	Bari (Islamic)	Gopal
Ali (Islamic)	Bashir (Islamic)	Govind
Allah (Islamic)	Behari	Haider (Islamic)
Anand	Bhan	Haleem (Islamic)
Aziz (Islamic)	Chand	Hameed (Islamic)
Anant	Chandra	Hanif (Islamic)
Askari (Islamic)	Charan	Haq (Islamic)
Asre	Das	Haque (Islamic)
Autar	Dayal	Hari
Ayyub (Islamic)	Deo	Hasan (Islamic)
Azhar (Islamic)	Dev	Husa'n (Islamic)
Babu	Devi	Idris (Islamic)
Badan	Dhar	Iqbal (Islamic)
Bahadur	Dhawan	Is-haq (Islamic)
Bai	Din	Islam (Islamic)
Bala	Din (Islamic)	Ismail (Islamic)
Ballabh	Dular	Jabbar (Islamic)
Bhanu	Dulare	Jalil (Islamic)
Bhuj	Dulari	Jit

Jiwan	Nanddini	Sagar
Kamini	Narain	Sahai
Kant	Naresh	Salam (Islamic)
Kan̄ga	Nath	Sanehi
Kanti	Nazir (Islamic)	Saran
Karan	Nivas	Sarup
Kaur	Pal	Sen
Kaushal	Pati	Sewak
Kishan	Phool	Shah (Islamic)
Kishore	Prabha	Shamim (Islamic)
Kishori	Prakash	Shanker
Krishna	Prasad	Shekar
Kumar	Pratap	Shiv
Kumari	Pyari	Shyam
Lal	Qadir (Islamic)	Singh
Lakhan	Qayyum (Islamic)	Suleman (Islamic)
Lata	Rafiq (Islamic)	Sunder
Laxman	Rahim (Islamic)	Swarup
Majid (Islamic)	Rahman (Islamic)	Umar (Islamic)
Mal	Rai	Vallabh
Malik (Islamic)	Raj	Vanti
Mohan	Ram	Vati
Mohini	Raman	Vilas
Mukhtar (Islamic)	Rani	Vinayak
Muni	Ranjan	Vir
Murari	Raoof (Islamic)	Yagya
Murti	Rashid (Islamic)	Yahya
Mushtaq (Islamic)	Rasool (Islamic)	Yunus (Islamic)
Mustafa (Islamic)	Ratan	Yaqub (Islamic)
Nabi (Islamic)	Raza (Islamic)	Yusuf (Islamic)
Nand	Rezzaq (Islamic)	Zaki (Islamic)
Nandan	Roshan	

CHAPTER HE

FORMS OF NAME-OF-PERSON

The following terms correspond to the different stages in the successive reduction of a Name-of-Person to the form in which it is finally entered in the the Heading of an Entry.

1 Usage Name.—Name-of-Person used in denoting a person for public purposes.

The Usage Name will contain a Given Name in one or more words. It may also contain a Family Name in one or more words, an Irremovable Attachment at the beginning or at the end, a Removable Attachment at the beginning, the middle, or the end and an Irremovable Auxiliary Word between the Given Name and the Family Name.

2 Title-Page Name.—Name-of-Person as it occurs on the Title-Page of the document.

The Title-Page name also may present the various kinds of Removable or Irremovable attachment, and Irremovable Auxiliary Word, and Family Name along with the Given Name, even as the Usage Name may do. But it has usually less of Removable Attachment.

3 Full Name.—Usage Name or Title-Page Name as the case may be.

Full Name is the starting point in the reduction of a Name-of-Person. In an Author-Entry, Title-Page name will be the starting point, for arriving at the form in which the name is to be entered in the Heading of an Entry. In a Subject Entry which has the name of a Non-Author as the Heading the Usage Name will be the starting point.

4 Pure Name.—Name derived from Full Name by removing all the Removable Attachments, if any.

A Removable Attachment will be a common noun or an honorific word depending on the cultural group to which the Name-of-Person belongs. The table given in Sec HB341 will be of help in deriving the Pure Name from the Full Name in the case of Indian, Ceylonese, Indonesian, Malayan, and Viet-

Names names. Similar tables should be constructed for other cultural groups. Words denoting academic qualifications, offices held, and civil or military decorations are removable attachments.

5 Reduced Name.—Name derived from Pure Name by temporarily coupling together with a hyphen the components of a Compound or multi-worded Given Name or Family Name, if any, if they are not already coupled together by a hyphen or an auxiliary word, and coupling the irremovable attachment at the end if any, with the preceding word or compound word as the case may be.

Any auxiliary word between the Family Name and the Given Name is to be temporarily linked by hyphen to one or other of them according to the practice in the cultural group.

The coupling is to be done only temporarily to facilitate further work. The tables given in Sec HC2, HC3 and HC4 will be of use in recognizing Compound Family Names. With regard to inseparable Two-Worded and artificially Split Given Names, the list given in Sec HD4 and HD5 will be of help.

51 AUXILIARY WORD

The following table gives some of the conventions prevailing in regard to the attachment of the Auxiliary Word occurring between the Family Name and Given Name in Western names. In column 3, the Family Name is printed in capitals and small capitals. The auxiliary word to be attached to the Family Name is in small caps; while the auxiliary word to be attached to the Given Name is in Roman smalls.

Language	Auxiliary Word to be Attached to	Example
Danish	1 Family Name, if of romance origin and the auxiliary consists of or contains and article	Jans Lessen LA COUR
	2 Given Name if the auxiliary is <i>av, af</i> or <i>von</i>	Carl von LINNE
Dutch	Given Name	Jan ten BRINK
English	Family Name	John DE MORGAN
French	1 Family Name if the auxiliary consists of or contains an article	Jean de LA FONTAINE
	2 Given Name if the auxiliary is a preposition	Eugene de FAYE

Language	Auxiliary Word to be Attached to	Example
German	Given Name	Peter von der MUHL
Italian	1 Family Name if auxiliary is an article 2 Given Name if auxiliary is or contains a preposition	Antonio degli ALBERTI
Norwegian	Same as in Danish	
Swedish	1 Family Name, if of romance origin 2 Same as in Danish	Magnus Gabriel DE LA GARDIE

6 Entry Element.—In the case of a Name-of-Person, other than Chinese, the Entry Element, is to consist of the last word or the last coupled word-group in the Reduced Name. If Chinese, the entire Pure Name, without any change in the sequence of its words, is to be the Entry Element.

7 Secondary Element.—In the case of a Name-of-Person, other than Chinese, the Secondary Element is to consist of all the words of the Reduced Name, not included in the Entry Element.

8 Entry Name.—Entry Element followed by the Secondary element, if any, in a Name-of-Person, with all the temporary hyphens removed.

CHAPTER HF

ARABIC NAME

0 Word Groups

An Arabic name may consist of one or more groups of words representing respectively:

- 1 Conventional or professional title or *laqab*;
 - 2 The personal name or *ism*;
 - 21 The name of the father or the brother of the author preceded by the word "Ibn" or "Bin" or "B" and "Akhu" respectively;
 - 22 A succession of the names of grandfather, great grandfather, etc, each name being preceded by "Ibn" or its variants;
 - 3 The paternal or matronymical name or *kunyah*, usually beginning with the word "Abu";
 - 4 The conferred title or *laqab*;
 - 5 The nickname or *urf*;
 - 6 The relative name or *nisbah* usually ending in *i* or *y*;
 - 7 The literary name or *takhallus*, usually of one or two syllables only;
- and

71 The "familiar name" or the name by which the person is generally referred to by the public and in books, such a name being usually preceded by the words "*almaruf ba*", or "*asaheer*", if it is given on the title page.

These groups of words generally, but not in all cases, come in the sequence indicated above; but it is not to be understood that all the groups will necessarily occur in all the names.

The *Kunyah* is an indirect name. Normally it consists of the word 'Abu' meaning 'father of' followed by the name of the eldest son or daughter; but there are many exceptions. Certain *Kunyahs* go regularly with certain names owing to the first owner of the name having had that *Kunyah*. Again, *Kunyahs* are given to infants and to persons without children. Hence, we cannot infer from the *Kunyah* the existence of a child bearing the name which follows the word 'Abu'. In some cases, the *Kunyah* does not at all express paternity. It may express some other characteristic. While the normal position of the *Kunyah* is after the name of the father and the names of other ancestors, occasionally it is also placed at the beginning before the personal name. In such cases it will not be difficult to identify the *Kunyah* part of the name.

The conventional title occurring at the beginning may be invariably removed from the Heading in an Entry, for example Hakim, Qazi, Moulvi, Aga, Habib, Khaga, Mir, Sirdar and Syed. But care must be taken to see that it does not constitute the Given Name. This will not be easy for a foreign cataloguer.

2 Entry Element: Ism

The Given Name or Ism will usually consist of one or two words and in rare cases of more than two words. A rough test to spot out the Given Name is this. If the word 'Ibn' or its equivalent or 'Akhu' occurs in the Pure Name, it may be taken that the word immediately before the first 'Ibn' is the Given Name and the word after the first 'Ibn' or 'Akhu' is the father's name or the brother's name respectively. In such a case, the group of words consisting of

- 1 Given Name; and
- 2 The word 'Ibn' or its equivalent and the father's name; or
- 3 The word 'Akhu' and the brother's name;

form the Entry Element.

The groups 2 and 3 form an Irremovable Attachment to the Given Name. If there is no 'Ibn' or 'Akhu' in the name, the first word (or two) in the Pure Name is (are) likely to constitute the Given Name; and it forms the Entry Element.

21 KUNYAH AS ENTRY ELEMENT

In certain cases, the *Kunyah* may be the only name known, the 'Ism' or the Given Name having never been conferred or having been forgotten. In such a case, the *Kunyah* is to be the Entry Element.

3 Secondary Element: Kunyah

In the heading in a catalogue, the *Kunyah*, if it occurs as part of the name, is to be included in the Secondary Element.

4 Conferred Title: Laqab

The *Laqab* may be defined negatively as a name other than that which the holder received at birth and yet not substituted for it.

The conferred title or *Laqab* is to be omitted.

5 Nick-Name: Urf

The nickname or *Urf* is to be used, if at all, as an Alternative Name or as a Pseudonym.

6 Individualising Element: Nisbah

The *Nisbah* is an adjective which locates the person to whom it is given, as a member of a tribe, as a resident of some place, as one following some trade or in any other way. It can be identified by the fact that it usually ends in 'i' or 'y'. It is not unusual to find two or more *Nisbahs* as part of the same name. The *Nisbah* is to be treated as an Individualising Element.

7 Pseudonym: Takhallus

The *Takhallus* is the literary name which most men of letters assume. It is a pseudonym. An author usually puts this pseudonym at the end of his real name. But others refer to him only by his pseudonym. The *Takhallus* can be easily identified by the fact that it comes at the end of the real name and by remembering that it is usually of one or two syllables only. It has to be dealt with in accordance with Rule MD42, if it occurs along with the real name, or in accordance with Rule MD41 and its subdivisions if it occurs alone on the title-page.

71 PSEUDONYM: FAMILIAR NAME

The 'Familiar Name', or the name by which the person is generally referred to by the public and in books, is a source of some difficulty. In the books written by the author himself and in such of their editions as he himself is responsible for, his 'Familiar Name' will not ordinarily be found on the title-page. But in later editions brought out by others, it may happen that the title-page contains the 'Familiar name' alone. This too is a pseudonym.

8 Definite Article

The definite article '*Al*' and its variants may occur before one or more words in a name. Wherever it occurs, it is to be written, but ignored in alphabetisation. If it occurs in the *Nisbah* it is to be underlined. Can we not omit it altogether ?

91 Appeal

It is no easy matter for cataloguers without a special knowledge of Arabic culture to deal with names of such complexity. Linderfelt's *Eclectic card catalogue rules* is said to contain definite instructions on the subject. But I have not had access to a copy of that book. Generally the volumes of the British Museum catalogue dealing with books in Muslim languages and the entries in the *Encyclopaedia of Islam* will be of help in deciding the significance and the sequence of the words in Arabic Names. It must be stated that there is still room for systematisation. There is scope for research in Arabic Names. In addition to the intrinsic complexity of such names, there seem to be also some special features characterising Muslim names of different nationalities such as Spanish, Moorish, Turkish, Egyptian, Arabic, Persian, Afghan, and Indian. The whole problem is bristling with difficulties and uncertainties. The present practice in libraries can at best be described as 'drifting'. The Aligarh University will be doing a great service, if it would set some young men on the investigation and systematisation of this problem and publish an authoritative direction for the rendering of Muslim names.

CHAPTER HG

ILLUSION AND SOLUTION

1 Illusory Solution

Though the terminology and prescription in Chap HE and HF in regard to Name-of-Person, taken along with the auxiliary tables given in Chap HB, HC, and HD appear to be over-elaborate, in fact, they are over-simplified. It is doubtful whether a cataloguer, who is not intimately familiar with the social practices connected with the formation of a Name-of-Person in a cultural group, can successfully and consistently pick out the Entry Element and the Secondary Element respectively. The individual variations—one may almost say idiosyncrasies—in making up one's own name may baffle even a cataloguer born in the same cultural group. A word may be split into two unmeaning parts. A common noun which is only an attachment may be used as if it were a proper noun denoting either a given Name or a Family Name. The greater the deviation of the cultural group of the cataloguer from that of a Name-of-Person, the greater will be the uncertainty.

2 Cultural Groups in Exhaustion

Till now, cataloguing involved only the names of a few cultural groups in most of the libraries. This was the result of nearly two-thirds of the people of the world being in a state of cultural exhaustion, producing few books, and consuming even fewer books by authors belonging to other cultural groups. Therefore the problem of rendering a Name-of-Person has been dealt with in a more or less light-hearted way, and there has been only a small percentage of deviations from the correct rendering. But today practically all the cultural communities of the world are entering into the ascending phase of their current cultural cycles.

3 Creative Activity Everywhere

Creative activity has begun everywhere in the world. New thought is being created by the reviving cultural groups. They cannot be ignored by any other cultural group. The reviving cultural groups are also keen to have access to documents published in every part of the world. Modern transport conditions permit a free circulation of documents throughout the world, whatever be the cultural group of their origin. The consciousness of one world, being helped by international bodies such as the United Nations and its Specialised Agencies, is intensifying this desire on the part of every cultural group of the world to use documents produced in every other cultural group.

4 Conservation of Research Potential

Moreover, the unbalancing between population pressure and the availability of natural and near-natural commodities makes it imperative that the research potential of the world should be conserved, without any wastage due to any unwanted repetition of one and the same piece of investigation. This requires that any document on nascent thought produced in any cultural group whatever should be served unerringly to the workers in every other cultural group. In this process, the rendering of Name-of-Person will play a very important part. The impracticability of any one cultural group to render the Names-of-Persons of all other cultural groups will lead to inefficiency of service. Ultimately such an inefficiency of service will be traceable to the insolubility of the problem of Name-of-Person by cataloguing rules, however involved and however clever. Solution of the problem of rendering Names-of-Persons on a world-scale through a number of cataloguing rules is only an illusion.

5 The Right Solution

The one person who knows the Entry Element and the Secondary Element in a Name-of-Person is the person himself. International economy and efficiency in cataloguing requires that the author should indicate in his documents the Entry Element and the Secondary Element in his name, along the lines laid down in the Indian Standard IS : 792-1962 *Specification for title page and back of title page of a book*. This is to be printed at the back of the title-page of a book or in a suitable place in any other kind of document. If this is done, the rule on the rendering of a Name-of-Person need not be anything more than Sec JA1. With this single rule it will be more easy to secure accuracy and consistency in rendering a Name-of-Person than with the plethora of rules crowding cataloguing codes at present. This appears to be the only right solution.

PART J

RENDERING OF NAMES

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2

1

2